

REGULAR BOARD MEETING
Elkhart Housing Authority
November 23, 2021

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 p.m.; on Tuesday, November 23, 2021, in-person and via Conference call.

Board Members present: Dan Boecher, Kristen Smole, Margaret Owens, Helenia Robinson and, Lefate Owens

Staff members present: Angelia Washington, Charlotte Pettis, Cordell Price, Todd Fielder, Amy Gonzalez, and Morgan Gibson

Audience members present: Sharon LeCount, Charlotte Martin, Kelly Thomas, Lisa Lambuth, Linda Quick

- ❖ **Audience Concerns:** Sharon LeCount, Riverside 221 stated that \$600 was stolen from her purse, she said she reported the incident to the police. She stated that the police said they never received any camera footage from the EHA. She stated this incident took place over a year ago and she does not believe she has been treated fairly. Angelia apologized to Ms. LeCount for what happened with her purse. Angelia said camera footage was forwarded to the police and the police said that it was insufficient evidence to make an arrest. She stated that we cannot police our residents, we can only assist by providing information or evidence to the police. She said we want our residents to feel safe, but we cannot guarantee 100% safety for anyone. Angelia informed Ms. LeCount that once Clarence returned from vacation, they can have a discussion and they can resubmit the camera footage to the police. Ms. LeCount also had a concern about the Resident Council's outdated by-laws. Angelia asked who was on the current council at Riverside. Lisa Lambuth stated that she was, and the by-laws are from 2014. Ms. LeCount stated a former resident was updating the by-laws but was evicted before they were finished. Angelia stated that the by-laws need to be revised after the election. Ms. LeCount's final concern was how to spend the \$1000 the Resident Council has for the building. Angelia asked Ms. LeCount if she was a member of the Resident Council, she stated no. Angelia stated that is something for the Resident Council to discuss with their property manager. Ms. Lambuth, Resident Council President, stated that she has not talked to Dreama about the \$1000. Angelia informed Ms. Lambuth that she would make sure that money was utilized before they lose it.

Linda Quick, Riverside 207 stated that they are having a holiday dinner for Thanksgiving/Christmas, and she would like to use the money for gift cards for the tenants. Angelia asked what day the dinner was. Ms. Quick stated it was on December 11. Angelia assured her she would have an answer for her before that date.

Lisa Lambuth, Riverside 514, had a concern with another tenant threatening her and invading her personal space. She stated she put the complaint in writing and gave it to Dreama and asked her what would be done about it. She stated that Dreama told her that she would have to wait until Clarence got back in the office. She gave Angelia the area she was in along with the date the incident happened, November 17 around 8:45-8:55 AM in the cafeteria. Angelia told her she would schedule a meeting as soon as possible.

Linda Quick reported her email address comes up blocked every time she emails Clarence Jones. She stated she has used different emails, but they still will not go through. Angelia stated that she would investigate her concern with sending emails.

Another Rosedale resident had a concern about tenants' guests. She stated there is not adequate parking. Angelia stated that residents should have parking passes. She stated that they have been discussing practical solutions to the parking situation, including purchasing the lot across the street. She stated that she was informed this is happening more so after hours. Commissioner Boecher stated that the lot across the street has been mentioned before. He suggested following up to see if that lot will be used for something else.

Charlotte Martin, Rosedale 415 stated that people are cursing at her for no reason. Angelia asked Ms. Martin if she has discussed this with her property manager. She stated that she has but she does not feel like she understands. Angelia informed Ms. Martin that if this happens again, there will need to be a meeting with her and her neighbor to remind them that we all must live together peacefully in this building and to not approach her anymore. She asked Ms. Martin to let Charlotte know if it happens again so that we may get those meetings scheduled.

Kelly Thomas, Rosedale 508 stated that she and her boyfriend are being harassed by other tenants because their van is parked in the lot. Angelia asked Charlotte if there was room for a resident to have more than one vehicle. Charlotte stated "no, not really but there are two of them". Charlotte stated that she informed Ms. Thomas one can be parked in the back lot and the other vehicle must go somewhere else. Angelia informed Ms. Thomas that she would schedule a follow up meeting with her.

Angelia informed the residents that after the Resident Council elections take place, the Resident Council members will receive formal training that will be facilitated by a former HUD official. She stated that we need to make sure we are following guidelines and respecting our neighbors.

❖ **Approval of Minutes**

Exhibit A — Approval of Meeting Minutes — September 16, 2021, Regular Meeting

Commissioner Kristen Smole motioned to approve the minutes from the September 16, 2021, regular meeting. Commissioner Margaret Owens seconded the motion. All commissioners present unanimously voted to approve the September 16, 2021, regular meeting minutes.

Approval of Meeting Minutes -October 21, 2021, Regular Meeting

Commissioner Smole motioned to approve the minutes from the October 21, 2021, regular meeting. Commissioner Margaret Owens seconded the motion. All commissioners present unanimously voted to approve the October 21, 2021, regular meeting minutes.

❖ **Approval of Vouchers**

Exhibit B — Approval of Vouchers — September 16, 2021

Commissioner Smole motioned to approve the vouchers for September 16, 2021. Commissioner Lefate Owens second the motion. All commissioners present unanimously voted to approve the September 16, 2021, vouchers.

Approval of Vouchers- October 21, 2021

Commissioner Smole motioned to approve the vouchers for October 21, 2021. Commissioner Margaret Owens seconded the motion. All commissioners present unanimously voted to approve the October 21, 2021, vouchers.

❖ **Executive Director's Report**

Exhibit C — Executive Director's Report

- **Human Resources:** Angelia reported 2 new hires, Shaunteanna Ramey, (Recertification Specialist), and Nicole Walters, Maintenance Clerk), and 2 end of employments, Mitchell Craven and Thalia Garcia.

- **Comprehensive Improvements:**

Scattered Sites: The first phase of the HVAC replacement has begun and is expected to conclude by late November except for a few units. The HVAC portion is complete. Doors are being installed on 17 units, however, there is a delay on handles being delivered for the remainder. It is estimated this can take up to 8 weeks. Alternate purchase methods are being investigated. Angelia stated that she met with our architect today and the hardware for the bifold doors has been ordered and we expect to have it before the end of this year.

The final phase of the bathroom remodel is expected to begin on November 15th.

Riverside Terrace: The elevator modernization project is continuing as scheduled. They are running tests on the first car. Angelia stated she spoke with the contractor today and they are making final adjustments to fix excessive vibration.

Washington Gardens: Material for the playground renovations have been ordered and they are not able to get an exact date on the delivery of the items. Due to the approaching cold weather and the need for temperatures of 40 degrees or higher for the first week, we have decided to delay the start date for this project until April 15, 2022.

Waterfall High-Rise: No work at this time

Rosedale High-Rise: No work at this time

COCC: We are still waiting for the FFY21 Emergency Safety & Security Grant award announcement. This grant opportunity was announced on September 17, 2020, with a submission deadline of June 2, 2021. The potential award for this grant is \$250,000. Angelia reported to the Board that between the time this update was written and tonight's Board meeting, we found out that we did not receive this grant, but we will keep trying.

We are also waiting for the award announcement of the Housing-related Hazards Capital Fund Program grant. This application was submitted on May 12, 2021 and has a potential award of \$1,028,474. An award from this grant would allow the Housing Authority City of Elkhart to completely replace all windows in all 98 Scattered Sites units.

Commissioner Boecher asked if the EHA has found a replacement for the Comprehensive Improvements Director. Angelia stated yes, Steve Peterson. This information will be in next month's report. She stated that he is a former Comprehensive Improvements Director for the South Bend Housing Authority, and he has worked with our architect.

- **Housing Choice Voucher Program:** Angelia reported for the month of October, 50 Annual Certifications were completed, 78 Interim Certifications Completed, 2 Unit transfers, 5 New Admissions and Absorbed Incoming Portabilities, 12 End of Participations, 69 Applications Remaining in Process, 648 Lease Ups on the last day of September and 89% Lease-Up Percentage.
- **Family Self Sufficiency Programs:** Angelia reported the Family Self Sufficiency program is currently serving 53 participants in which 23 participants are currently employed, 3 participants are

enrolled in GED/HSE education programs, 5 participants are attending college, 3 participants are enrolled in job training programs, 8 participants are disabled or unable to work. 10 participants are currently earning escrow, \$2,248 earned in escrow funds in October, and \$102,550.93 total current escrow balance.

We are currently accepting applications and recruiting new participants for the FSS program. We hosted an orientation on 10/15/2021 and had only one family sign up. Our next orientation is scheduled for November 15, 2021.

In addition, we held our quarterly meeting where Work One presented vital information on educational grants currently available for adults and teens. We had two families register for job training classes.

- **Public Housing:** Angelia reported Rosedale's Occupancy rate for the month of October is 96.04%, Washington Gardens Occupancy rate for the month of October is 95.36%, Waterfall Occupancy rate for the month of October is 96.03%, Scattered-Sites Occupancy rate for the month of October is 98.00% and Riverside's Occupancy rate for the month of October is 98.00%. Angelia went on to say Public Housing's overall Occupancy rate for the month of October is 96.69%. She also stated that public housing received 175 applications, mailed 73 orientation letters, were processing 142 applications, approved 19 applications, denied 17 applications, and 45 applications were withdrawn. We received 17 homeless applications and 0 application(s) were approved and waiting for an available unit. Angelia reported there were 9 new admissions and 15 move-outs in October.

Angelia stated that we are taking people to court in groups of 5 at a time so the vacancies are coming in clusters. Commissioner Boecher asked if we were able to subcontract some work to get all these vacancies turned over. Todd stated that we are using Handyman, but they too are short-staffed. He stated he is contacting different contractors daily, but it has been challenging. Commissioner Boecher asked who the first point of contact would be for a contractor. Todd stated that it would be him. He stated that he explains job expectations to the contractor. He then presents everything to Angelia for approval. Then the Comprehensive Improvements director will draw up the contract. Angelia stated that we entered a contract for lawn care service because we could not recruit any groundskeepers. Commissioner Boecher stated that he would send refer some qualified contractors our way. Angelia stated she was asked by Commissioner Lefate Owens and Commissioner Boecher for ideas to attract more maintenance employees. She stated that we are not able to compete with the R.V. factories and for-profit industries because they have attendance and sign-on bonuses and that is something with which we cannot compete with using federal funds. She went on to say that Commissioner Boecher asked her to investigate reducing the retirement plan contributions and raising the base rate. She stated that if they did that, there would be two tiers, one for hourly employees and one for salary employees, and all hourly employee contributions would need to be the same. Commissioner Lefate Owens asked Angelia if some of our hourly maintenance employees can be changed to salary. Angelia stated that it would depend on their duties. Per the DOL, we cannot arbitrarily categorize employees as salary versus hourly. Their employees decision-making authority, their rate of pay, and their duties all factor into whether they are classified as hourly or salary.

- **Maintenance:** Angelia reported that 15 move-outs were received and 8 were completed, 5 emergency requests received and completed, 252 tenant requests received and 227 completed; and there were 39 annual inspections received and 20 completed, totaling 260 completed work orders.
- **Financials and Write-Offs:** Jessica Brittain announced for the month of October, Rosedale high-rise earned \$30,065.00 in Revenue and \$16,682.00 in Operating Subsidy Revenue. Jessica went on

to say Rosedale high-rise had \$57,570.00 in Expense without depreciation. Jessica reported Rosedale high-rise had a loss for the month of October in the amount of \$10,823.00. The overall view for the year, Rosedale earned \$270,460.00 in Revenue and the expenses were \$258,762.00. The net position YTD is 11,698.00).

Jessica announced for the month of October, Washington Gardens earned \$8,110.53 in Revenue and \$72,733.00 in Operating Subsidy Revenue. Jessica went on to say Washington Gardens had \$76,207.00 in Expense without depreciation. Jessica reported Washington Gardens had a profit for the month of October in the amount of \$4,635.67 The overall view for the year, Washington Gardens earned \$493,928.00 in Revenue and the expenses were \$513,620.00. The net position YTD is \$(19,692.00).

Jessica announced for the month of October, Waterfall high-rise earned \$34,839.55 in Revenue and \$22,107.00 in Operating Subsidy Revenue. Jessica went on to say Waterfall high-rise had \$30,530.17 in Expense without depreciation. Jessica reported Waterfall high-rise had a profit for the month of October in the amount of \$26,416.38. The overall view for the year, Waterfall earned \$313,487.00 in Revenue and the expenses were \$234,924.00. The net position YTD is \$78,563.00.

Jessica announced for the month of October, Scattered Sites earned \$16,468.11 in Revenue and \$36,929.00 in Operating Subsidy Revenue. Jessica went on to say Scattered Sites had \$46,943.64 in Expense without depreciation. Jessica reported Scattered Sites had a profit for the month of October in the amount of \$6,453.47. The overall view for the year, Scattered Sites earned \$315,619.00 in Revenue and the expenses were \$264,376.00. The net position year to date is \$51,243.00.

Jessica announced for the month of October, Riverside high-rise earned \$35,114.42 in Revenue and \$22,574.00 in Operating Subsidy Revenue. Jessica went on to say Riverside high-rise had \$51,200.00 in Expense without depreciation. Jessica reported Riverside high-rise had a profit for the month of October in the amount of \$6,488.04. The overall view for the year, Riverside earned \$335,613.00 in Revenue and the expenses were \$268,210.00. The net position YTD is \$67,403.00.

Jessica announced for the month of October, COCC earned \$84,848.24 in Revenue. Jessica went on to say the COCC had \$102,658.00 in Expense without depreciation. Jessica reported the COCC had a loss for the month of October in the amount of (\$17,809.76). The overall view for the year, COCC earned \$585,845.00 and the expenses were \$797,085.00. The net position YTD is (\$211,240.00).

Jessica announced HCV had a loss for the month of October, in the amount of \$(89,615.08). The net position YTD is \$36,457.00.

❖ **Old Business:**

• **EHA By-Laws**

Angelia stated the draft of the EHA by-laws that we met to discuss on Tuesday, October 12 has been reviewed by Attorney Norm Burggraf and is included in this month's board packet for review. Norm advised that the new language he suggested for Section 7.01 is clearer, and in layman terms. Angelia reported that Norm further stated that Indiana housing authorities are required to have seven board members and the quorum must always be four before any official business of the Elkhart Housing Authority is voted on. Angelia said that he also stated that the Elkhart Housing Authority is required to have a seal. Commissioner Smole stated that the current by-laws state that minutes must be taken for the finance committee meetings as well. Commissioner Boecher stated that he would like a chance to review the by-laws before

making a vote to approve. Angelia stated they would be added to the board packet along with a resolution for next month.

- **Police Department Partnership**

Angelia stated that unfortunately the police representatives, Adrian Riley and Commissioner Chris Seymour were unable to join us tonight, but Cordell is here, and he is our I.T. Specialist/Security Liaison, and he is here to answer any questions you may have. Commissioner Lefate Owens and Commissioner Robinson asked at the last meeting to discuss concerns she had with the police department partnership. Commissioner Lefate Owens stated that he wanted to be sure that this partnership would not violate our tenants' civil rights. He stated he would not be okay with a tenant being charged for something that a guest did. Angelia stated that she understands his concern. Most of our residents are underprivileged and we do not want to further oppress them. She stated that the police department is also short staffed and as of now, they do not have anyone to monitor our cameras as we hoped. Commissioner Robinson asked if we are notified when they review camera footage. Cordell stated that this had not been discussed. He stated he must train them on how to use the cameras. He said that the police had a hit and run in the area, and they wanted to view it, so he showed it to them. He said they currently are not notifying him if there is something they want to see. He stated if that is something we want to do, he can let them know. Angelia stated that she, Clarence, and Cordell met with the police a couple of months ago and they were informed about shootings that were happening in Washington Gardens that they did not know about. She stated not only are those incidents concerning to us but also to our applicants. We have had several applicants refuse placement in Washington Gardens due to criminal activity. She further stated that she wants to continue to adhere to our mission to keep our residents safe. Commissioner Robinson expressed that she would like our I.T. person to be notified when the police access the cameras. Commissioner Boecher stated that he would like to understand from their perspective how and when they access the system. He stated they would work on setting something up for December. He requested that this meeting take place before the December board meeting. Angelia confirmed with the other commissioners that the meeting would take place next month and they will receive an invite to attend if they are able.

- **Rental Moratorium**

The national rental moratorium ended October 12, residents are applying for rental assistance, and Accounts Receivable is trending downward.

- **Finance Committee Meetings**

Angelia stated to please be reminded that the Elkhart Housing Authority is required to hold open meetings in which no decisions are made without a quorum vote of the full board. Even though a finance subcommittee has been established to take additional time to review and discuss finances, all board members are welcome to attend those meetings which are scheduled to be held at 4:00 p.m. on the second Thursday of every month. Angelia stated that if minutes are required, we will make sure those minutes are taken.

- **Physical Needs Assessment**

Angelia stated that HUD recommends that a PNA of all public housing portfolios be conducted every five years. The Elkhart Housing Authority had not conducted one since 2008, but Bureau Veritas conducted a comprehensive PNA of all our properties and submitted their findings to us in the last week of October. The assessments of our properties were emailed and made available in person and at the November board meeting. We will address those items addressed as immediate needs first as funding allows. Commissioner Boecher asked for an opportunity to review the PNA. Angelia stated they can discuss the immediate needs at December's subcommittee meeting.

❖ **New Business:**

- **Resident Council Elections**

Resident Council elections are scheduled for Tuesday, November 30 at each high-rise and formal Resident Council training will be scheduled for a date in December. We do not have a family-sites Resident Council at this time.

- **Customer Service**

To enhance our customer service, Administrative Assistant, Morgan Gibson has started assisting Public Housing Director, Clarence Jones, with all Public Housing calls until further notice. And high-rise managers will facilitate regular, monthly, resident meetings on one evening every month to allow residents to share concerns or gratitude about their living conditions. Public Housing has also created a quarterly newsletter of which a copy is included in this month's board packet.

- **Program/Funding Updates**

President Biden's Build Back Better Plan is headed to the senate and includes \$150 billion for affordable housing specifically earmarking \$65 billion for Public Housing and \$24 billion for Housing Choice Vouchers (HVC). Angelia asked Commissioners to please contact our Indiana legislators through your NAHRO membership and let them know that they support this package.

- **4-H Fair Club**

Angelia stated that she was contacted by a 4-H fair club leader who requested to use our Banneker Heights community building for club meetings. We have entered into an agreement that the community building can be used for that purpose once a month if Banneker Heights' children are welcome to participate in 4-H activities.

- **Washington Gardens Mailboxes**

Angelia reported that she recently became aware that several of our Washington Gardens mailboxes are damaged and unusable, and she instructed Clarence Jones to ensure they are all replaced as soon as possible. This will entail coordination with the United States Post office whose cluster mailbox guidance has changed since the installation of our current mailboxes. Commissioner Boecher asked how residents are currently receiving their mail. Angelia stated that residents are having their mail held at the post office, but this is an inconvenience to our disabled residents.

- **Annual Audit**

Auditors will be on-site at the Elkhart Housing Authority to conduct our 2020 annual audit the week of November 28. A close-out meeting with the Board of Commissioners will be scheduled for later that week.

- **Executive Director Contract**

Commissioner Boecher stated that Angelia's contract is long overdue. He stated the only changes that were made is there was an inconsistency between the language for the salary and dollar amounts and that has been corrected. Commissioner Boecher asked for a motion to approve Angelia Washington's Executive Director Contract. Commissioner Smole motioned to approve, and Commissioner Margaret Owens seconded. All commissioners present unanimously voted to approve the Executive Director Contract for Angelia Washington.

- **Resolution 21:13- A Resolution to Amend the Voucher Payment Standard**

Commissioner Smole motioned to approve a resolution to amend the voucher payment standard and Commissioner Margaret Owens seconded. All commissioners present voted unanimously to approve resolution 21:13.

- **Resolution 21:14- A Resolution Adopting Operating Budget for FYE March 31, 2022**

Angelia stated that HUD allows housing authorities to amend their budgets once a year after the initial budget has been approved. This year we have had fee-for-service concerns where we have not been able to meet the budget. She stated it also includes the consideration for her contract and other things that have been revised. Commissioner Boecher stated that he looked over the budget and some revenues are higher than the budget and some lower. Commissioner Lefate Owens asked if we receive funding from other sources, are we able to change our budget. Angelia stated that she is unsure of when the funds will be dispersed to the housing authority, but she thinks we need to wait for guidance from HUD. Commissioner Boecher informed

Commissioner Lefate Owens that he believes we would wait until April 1st. Commissioner Margaret Owens motioned to approve a resolution adopting the operating budget for FYE March 31, 2022, and Commissioner Lefate Owens seconded. All commissioners present voted unanimously to approve resolution 21:14.

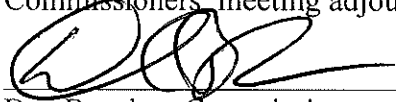
In conclusion, Angelia did introductions for our audience members. Morgan Gibson, Administrative Assistant, Angelia Washington, Executive Director, Dan Boecher, Commissioner, Kristen Smole, Commissioner, Margaret Owens, Commissioner, Rev. Lefate Owens, Commissioner, Helenia Robinson, Commissioner, Amy Gonzalez, HCV Director, Todd Fielder, Director of Maintenance.

❖ **Handouts**

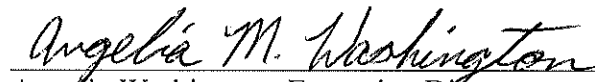
- NAHRO Monitor – September 30 & October 31
- PHADA Advocate – October 20, November 3 & November 17
- Elkhart Educational Foundation
- Public Housing Newsletter
- Elkhart Housing Authority By-Laws

❖ **Adjournment**

Commissioner Dan Boecher without any objections, declared the November 23, 2021, Board of Commissioners' meeting adjourned at 5:52 P.M.



Dan Boecher, Commissioner
December 21, 2021


Angelia Washington, Executive Director