

REGULAR BOARD MEETING  
Elkhart Housing Authority  
April 16, 2020

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30p.m.; on Thursday, April 16, 2020, via Conference call.

**Commissioners present:** Lafate Owens Sr., Margaret Owens, Tamara Holmes, Kristen Smoles, and Dan Boecher

**Staff members present:** Terry Walker, Todd Fielder, Clarence Jones, Mitch Craven, Taresa Walker, Ann Washington, Christine Tack, Jessica Bouie and Teri Ivory

**Audience members present:** No audience members present

**Roll Call** Commissioner JeNeva Adams called the meeting to order. Teri Ivory called roll to verify.

❖ **Audience Concerns:** None at this time

❖ **Approval of Minutes**

**Exhibit A — Approval of Meeting Minutes — February 20, 2020 Regular Meeting**

Commissioner LeFate Owens Sr. motioned to approve the minutes from the February 20, 2020 regular meeting. Commissioner Margaret Owens seconded the motion. All Commissioners present unanimously voted to approve the February 20, 2020 regular meeting minutes.

❖ **Approval of Vouchers**

**Exhibit B — Approval of Vouchers — February 20, 2020**

Commissioner LeFate Owens Sr. motioned to approve the vouchers for February 20, 2020. Commissioner Margaret Owens seconded the motion. All Commissioners present unanimously voted to approve the February 20, 2020 Vouchers.

❖ **Approval of Vouchers**

**Exhibit B — Approval of Vouchers — March 19, 2020**

Commissioner Margaret Owens motioned to approve the vouchers for March 19, 2020. Commissioner Kristen Smole seconded the motion. All Commissioners present unanimously voted to approve the March 19, 2020 Vouchers.

❖ **Executive Director's Report** (All Directors reports read in silence in advance of meeting except for the Financials Report. Commissioners were asked if there were questions or concerns and there were none).

Terry Walker gave an in-depth report of what the Housing Authority has done with regards to staying on top of COVID-19 and keeping both residents and staff safe. Conversation concluded with Commissioners requiring that the Elkhart Housing Authority be more restrictive with guests visits at all developments. Commissioners requested that the EHA limit visitors to one guest only for those who depend on family members to bring medication and/or other essential care to residents. Otherwise, guests will not be allowed.

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

- **Human Resources:** Terry reported 3 end of employments, Salina Brown (Violation of Company Policy), Milton Banks (Voluntary), and Sheila Billings (Voluntary).
- **Comprehensive Improvements:**
  - Scattered Sites:** Terry reported No work, at this

**Riverside Terrace:** Terry reported no work at this time

**Washington Gardens:** Terry reported the roofing project is scheduled to begin shortly. Workers will be installing barriers around their work area not only for resident safety from debris, but to maintain proper distancing.

Upon Board Approval, the parking bay project is scheduled to begin in mid-May.

We recently submitted and presented on a grant application to The Community Foundation of Elkhart County for funding to fully renovate the Washington Gardens Community Building. An award will allow required renovations to expand the current Head Start program from 20 students to 40. Notice of the Grant Review Committee's decision will be received on April 17.

**Waterfall High-Rise:** Terry Reported we are still waiting for HUD's determination on our FFY20 Emergency & Disaster Funding grant application. If awarded, this funding will be used to replace both elevators.

**Rosedale High-Rise:** Terry reported no work at this time.

**COCC:** Terry reported we are awaiting the release of 2020 CFP funding, once received we will immediately start a new series of upgrades for our residents.

- **Housing Choice Voucher Program:** Terry reported for the month of March 2020 there were 47 Annual Certifications Completed, 64 Interim Certifications Completed, 3 Unit transfers, 11 New Admissions and Absorbed Incoming Portability's, 8 End of Participations, 58 Applications Remaining in Process, 715 Lease Up on the last day and 98% Lease Up Percentage.
- **Public Housing and HCV Family Self Sufficiency Programs:** Terry reported the Family Self Sufficiency program is currently serving 67 participants in which 40 participants are currently employed, 1 participant had enrolled in a Job Training program, 4 participants are enrolled in GED/HSE education programs. 14 participants are attending college, and 17 participants are disabled, 2 new participants enrolled, 1 participant terminated, 1 participant graduated, and 20 participants are currently earning escrow, \$4,990 earned in escrow funds in March and \$89,380 total current escrow balance.
- **Public Housing:** Terry reported Rosedale's Occupancy rate for the month of March is 98.02%, Washington Gardens Occupancy rate for the month of March is 95.36%, Waterfall Occupancy rate for the month of March is 100%, Scattered-Sites Occupancy rate for the month of March is 98.98% and Riverside's Occupancy rate for the month of March is 98.64%. Terry went on to say Public Housing's overall Occupancy rate for the month of March 97.60%. Terry stated for the month of March Public Housing received 82 applications, 25 mailed orientation letters, 56 applications are in processing status, 7 applications were approved, 0 were denials, 16 withdrawn applications, 8 were homeless applications and 4 applications were approved and waiting. Terry reported there were 13 new admissions and 14 move outs for the month of March.
- **Maintenance:** Terry reported for the month of March there were 14 move-outs received and 12 were completed, 4 emergency requests received and completed, 310 tenant requests for work orders were received and 308 completed; and there were 32 annual inspections received and 20 completed, totaling 344 completed work orders.
- **Financial Reports and Write-Offs:** Terry Walker announced for the month of February, Rosedale High-rise earned \$27,462 in Revenue and \$13,221 in Operating Subsidy Revenue. Terry Walker went on to say Rosedale High-Rise had \$45,052 in Expense without depreciation. Terry Walker reported Rosedale High-Rise had a profit year to date of \$47,228.

Terry Walker announced for the month of February Washington Gardens earned \$11,667 in Revenue and \$63,069 in Operating Subsidy Revenue. Terry Walker went on to say Washington Gardens had \$79,864 in Expense without depreciation. Terry Walker reported Washington Gardens had a profit year to date of \$199,878.

Terry Walker announced for the month of February, Waterfall High-Rise earned \$30,836 in Revenue and \$18,032 in Operating Subsidy Revenue. Terry Walker went on to say Waterfall High-rise had \$60,989 in Expense without depreciation. Terry Walker reported Waterfall High-Rise had a profit year to date of \$77,775.

Terry Walker announced for the month of February, Scattered Sites earned \$10,723 in Revenue and \$31,382 in Operating Subsidy Revenue. Terry Walker went on to say Scattered Sites had \$29,754 in Expense without depreciation. Terry Walker reported Scattered Sites had a profit year to date of \$187,112.

Terry Walker announced for the month of February, Riverside High-Rise earned \$35,983 in Revenue and \$17,896 in Operating Subsidy Revenue. Terry Walker went on to say Riverside High-Rise had \$44,667 in Expense without depreciation. Terry Walker reported Riverside High-Rise had a profit year to date of \$181,262.

Terry Walker announced for the month of February, COCC earned \$285,850 in Revenue. Terry Walker went on to say the COCC had \$113,561 in Expense without depreciation. Terry Walker reported COCC had a loss year to date of \$40,791.

Terry Walker announced HCV has a loss from Operations, year to date of \$32,808.

Commissioner asked to see a listing/breakdown of February expenses which contributed to the loss of \$40,791 for the COCC before/by the next board meeting.

❖ **Old Business**

❖ **New Business**

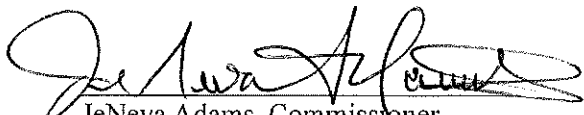
1. Annual Meeting - Election of Officers
2. Resolution 20:04 –Award the Contract for Parking lot Paving Replacement for Washington Gardens
3. Resolution 20:05 – Resolution to approve Electronic Certification Submission relative to the Management Assessment for Public Housing Agencies (S.E.M.A.P).
4. Resolution 20:06 – Resolution to Adopt revisions to the housing Authority of the city of Elkhart Board of Commissioner’s By-Laws.
5. Resolution 20:07 – Resolution to Adopt Executive order 20-09 to Suspend the State’s Public Access Laws pertaining to the Open Door Law.
6. Public Housing Assessment System (PHAS) Score Report 2019

**Handouts**

- NAHRO Monitor
- Family First Coronavirus Response Act (Cares Act)

❖ **Adjournment**

Commissioner Lefate Owens Sr. without any objections, declared the April 16, 2020 Board of Commissioners’ meeting adjourned at 5:45pm.

  
JeNeve Adams, Commissioner  
May 21, 2020

  
Terry Walker, Executive Director