

REGULAR BOARD MEETING

Elkhart Housing Authority

November 17, 2016

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 PM on Thursday, November 17, 2016 at the Rosedale High-Rise, located at 501 W Indiana Avenue, Elkhart IN.

Commissioners present: Cory White, Lefate Owens, Len Paff, Margaret Owens, JeNeve Adams, Jason Moreno, and Denita Dudley.

Staff members present: Kim Sindle, Chris Kinnard, Christine Tack, Terry Walker, Milton Banks, Mitch Craven, Ann Washington, Lori Bowers, MariAnn Reese, Angelica Hatchett, Julia Krieger, Latia Fullilove-Jones, Todd Fielder, and Terry Staner.

Audience members present: Brent Curry, Elkhart City Councilman, Anthony Paul (Resident-Apt 311), Charles McKelvey (Resident-Apt 212), Emma Kyle (Resident-304), Sharon Remy (Resident-213), Andrew Mattox (Resident-Apt 617), Theresa Davis (Resident-Apt 612), April Terry (Resident-Apt 205), Timothy Good (Resident-Apt 509), Mary Treible (Resident-Apt 601), Mary Scott (Resident-Apt 614), and Tammy Hensley (Resident-Apt 607).

❖ Introduction Of New Resident Commissioner

Commissioner Len Paff asked the new Resident Commissioner, Denita Dudley, to introduce herself. Commissioner Denita Dudley announced she has been in public housing since 2010, she had lived in Washington Gardens until her children became adults and moved out. Commissioner Dudley stated she now lives at Riverside High-Rise and she is excited to be on the Board. Commissioner Dudley stated she wants to give and see things continue to flourish. Commissioner Dudley stated she knows everyone is working hard and she wants to be part of the team.

❖ Roll Call

Commissioner Len Paff called the meeting to order. Terry Staner called roll to verify.

❖ Audience Concerns

Timothy Good (Apt 509) asked why heating and air-conditioning units have not been installed at Rosedale High-Rise instead of the boilers which are insufficient at heating the units. Mitch Craven, Comprehensive Director, reported the installation of heating and air-conditioning units is part of the Agencies 5 year plan. Mitch said the Elkhart Housing Authority is going to try to install P-Tack units, which are similar to the heating units found in hotels. Mitch stated the P-Tack units will give Residents the ability to control the heating and cooling in their own unit. Mitch reported this will be a very costly project. Mitch Craven stated also that in the 5 Year Plan there is a request to install the window air-conditioning sleeves that go into the sides of the building for the easy installation of window-type air conditioners. Kim reported both Riverside and Waterfall High-Rise buildings have the air-conditioning sleeves in place already.

Anthony Paul (Apt 311) suggested cleaning the pipes out due to the fact the steam comes from hard water and that causes calcification build up within the pipes. Mr. Paul said the calcification restricts the amount of heat to the units. Kim stated Rosedale High-Rise has low pressure, hot water running through the pipes from the boilers, not steam.

Emma Kyle (Apt 304) reported the hard water in the toilets is rusting the stools and you cannot drink the water or you may end up in a Flint Michigan type situation. Kim told Emma if she has a concern with her water, she needs to report the issue to the Public Water Works Company because they supply the Housing Authority with the water.

Emma Kyle stated she had a second issue to report. Emma asked if there was a warning system set up to warn Residents in case another shooting happens at Rosedale. Emma said there was no one to tell Residents what was happening or to reassure Residents that the shooter was gone and they were safe. Terry Walker, Public Housing Director, reported Residents were notified of the shooting in Apt 203 by MariAnn Reese, Rosedale Housing Manager, and other staff members who had been walking up and down the hallways telling all they

came into contact with that they were safe and everything was ok. Terry stated staff was looking at camera footage and cooperating with the Police Department so there was staff present at Rosedale right after the shooting. Terry went on to say after all information is gathered and it is the Police department that updates the Housing Authority. Terry said she could call a meeting with Residents to keep them informed. Kim stated the Elkhart Housing Authority has to receive all information from the Police Department first. Emma Kyle asked if there was a better way to update Residents Commissioner JeNeve Adams asked if a warning system was set up. Terry Walker stated she normally calls a meeting with Residents and flyers are sent out. Terry said she does not think going door to door is a good idea because she does not want to frighten the tenants.

Emma Kyle stated she had a third issue. Emma reported when exterminations are done the Resident has to move furniture away from the walls and that includes the refrigerator and stove. Emma reported she is disabled and cannot move heavy furniture, but if she doesn't she will be written up for it. Emma said she was told to call REAL Services for help and they told her they will not help unless the Resident is the next step from a nursing home. Emma asked where she can get help from. Commissioner Lefate Owens told Emma to bring in copies of her disability paperwork so it will be in her file. Terry Walker stated maintenance would be more than willing to help Residents.

Commissioner Len Paff announced he was passing the gavel to the newly arriving Board President, Cory White.

Tammy Hensley (Apt 607) asked where their commission checks were from the Tenants Association that were supposed to be received for the washer and dryers. Kim reported that program was stopped about 15 years ago due to the fact the Elkhart Housing Authority supplies all the hot water, pays for all the electricity, and we only receive 25% of the total monies that are actually received from the commission checks.

Tammy Hensley reported a very bad sludge-slime problem in the toilets. Tammy said the mess is coming from up underneath the rim of the stool. Milton Banks, Maintenance Director, stated Residents must use the proper cleaning materials, such as bleach or a product called The Works, which can be found at any department store. Mary Scott (Apt 614) stated she uses bleach and The Works and her toilet is as snow white as it was when she moved in 24 years ago.

Timothy Good (Apt 509) stated a lot of the tenants do not have transportation to get anywhere, there is only one bus that services the area. Commissioner Cory White stated transportation is beyond the scope of the Board of Commissioners, they only handle housing. Commissioner Cory White suggested talking to the Elkhart City Councilman, Brent Curry, who was in attendance, after the meeting. Anthony Paul (Apt 311) suggested the Housing Authority supply a bus for Residents. Commissioner Cory White stated that was out of the Housing Authorities budget. Kim reported a Dollar General is being built about 2 blocks away from Rosedale. Anthony Paul stated a good deal of Residents cannot even walk 2 blocks. Commissioner Cory White stated one thing that needs to be addressed is that the Elkhart Housing Authority provides housing to self-sufficient individuals who can live alone, the Housing Authority is not an assisted-living facility. Commissioner Cory White went on to say if someone needs nursing care or things that go beyond the Housing Authorities scope of providing housing to self-sufficient individuals, then we cannot house them.

Theresa Davis (Apt 212) suggested getting a small P.A. system to announce emergencies like shootings. Commissioner Cory White stated the Board will take a look into her suggestion when budgets are looked at. Kim reported the Resident Advisory Council has begun meetings to discuss the 5 Year Plan. Kim stated the Council is supposed to take in requests and complaints from tenants to help determine items that are deemed needed for the AMPs, which may be included in the 5 Year Plan. Kim reported the Resident Council is a sounding board for all Residents. Kim said Residents should be going to their monthly meetings at their AMPs to discuss concerns so when the Resident Advisory Board meets with the Housing Authority their concerns will be brought to the table and discussed, in order to help come up with a resolution to the concerns or issues, if at all possible.

City Councilman Brent Curry stated he is glad to hear the concerns of safety. City Councilman Curry stated his concern being on the Council, now that the elections have passed, there was a lot of things said about making the city safer and better. City Councilman Curry said this is a golden opportunity to let the new administration know our concerns. Commissioner Cory White asked if he had a great idea would the City

Council help come up with the funding. City Councilman Brent Curry said you can always ask. Councilman Curry said he is getting ready to turn in a request for new street lights and every Resident in the City should report when street lights are out to AEP because this is a safety issue. Councilman Curry reported there is a pole tag on every pole listing the number and if the tag is missing, just give the general location, such as, the light is in front of 123 Main St. Kim reported the Housing Authority calls in quite a few lights that go out and it takes weeks to get them fixed. Councilman Curry said it should only take 3 days to replace lights, just give him a call and he will address the issue.

Mary Scott (Apt 614) reported seeing tenants letting non-tenants into the building. Terry Walker, Director of Public Housing, stated her number one concern is keeping Residents safe and that is a safety concern so please do not approach the people, tell your Housing Manager when it occurs. Kim said the High-Rises have after hour security to report issues to also.

❖ **Approval of Minutes**

Exhibit A — Approval of Meeting Minutes — September

Commissioner Lefate Owens motioned to approve the minutes from the September 15, 2016 meeting. Commissioner Margaret Owens seconded the motion. All Commissioners present unanimously voted to approve the September 15, 2016 minutes.

❖ **Approval of Vouchers**

Exhibit B — Approval of Vouchers — September & October

Commissioner JeNeve Adams motioned to approve the vouchers for September & October 2016. Commissioner Margaret Owens seconded the motion. All Commissioners present unanimously voted to approve the September & October 2016 Vouchers.

❖ **Executive Director's Report**

Exhibit C — Executive Director's Report

- **Human Resources:** Kim reported there were two new hires for the month of October, 2016, Kenneth Hudgins as COCC Grounds Keeper, and Latia Fullilove-Jones as Riverside/Waterfall Recertification Specialist.

- **Comprehensive Improvements:**

Scattered Sites: Kim reported the Architects (Forum Architects) are currently developing the drawings for a complete bathroom remodel and as soon as they are finished they will be placed up for bid. Kim announced he expects to get about 10 units done at approximately \$100,000.00, each bathroom will cost about \$10,000.00 each.

Riverside Terrace: Kim reported there is no work at this time.

Washington Gardens: Kim reported the Security Camera Installation project pre-bid meeting was completed and the bid results are in the board packet as a Resolution for approval. Kim stated there was only one bid. Kim said there is an issue on which camera to use but both Mitch Craven (Comprehensive Improvement Director) and Cordell Price (IT) will be deciding which camera to use, the cheaper or more expensive units. Kim announced once the Resolution is approved, work will begin.

Waterfall High-Rise: Kim announced Forum Architects is currently developing drawings to replace closet and pantry doors in each unit as needed. Kim stated the doors that are in place now were installed about 20 years ago and were custom ordered. Kim said the new doors will not be custom designed so whenever a replacement is needed, it should be easy to find which will save money in the long term.

Rosedale High-Rise: Kim reported there is no work at this time.

COCC: Kim reported the Elkhart Housing Authority COCC has started the Annual Plan submission, the plan has been turned over to the Mayor's office for approval which we are expecting back tomorrow. Kim stated the Annual Plan will be in December's Board Packets and on the agenda for approval.

- **Housing Choice Voucher Program:** Kim reported HCV leasing information includes data through the end of September, is showing HCV is at 96% occupancy.
- **Public Housing and HCV Family Self Sufficiency Programs:** Kim reported the Public Housing Family Self Sufficiency program is currently serving 106 clients. Kim stated six new participants joined the program and two participants were terminated or withdrew from the program. Kim announced 23 participants are disabled, 22 participants are enrolled in college or training programs, 56 participants are currently working, and 32 participants are currently earning escrow. Kim stated the FSS clients earned \$6,283.00 in escrow payments for October and the current escrow balance is \$92,856.00.
- **Public Housing:** Kim reported the over-all occupancy rate for Public Housing is at 94% for the month of October. Kim stated 69 applications were received in October. Kim reported there were 25 new admissions. Kim said there were 23 move-outs in October.
- **Maintenance:** Kim reported for the month of October there were 23 move-outs received and 15 completed, 1 emergency received and completed, 330 tenant requests for work orders were received and completed; and there were 47 annual inspections received and completed, totaling 393 completed work orders.
- **Financial Reports And Write-Offs:** Using the data from the cover sheet, Chris Kinnard reported Rosedale High-Rise is showing a loss from operations of \$34,329.86. Chris stated when she adds the 1406 Capital Fund Program monies of \$71,000.00, Rosedale actually has a profit of \$36,670.14.

Chris reported Washington Gardens is showing a loss from operations of \$168,024.01. Chris stated when adding the \$250,000.00 Security and Safety Grant award money, Washington Gardens will have an estimated profit of \$81,975.99.

Chris reported Waterfall High-Rise is showing a loss of \$49,181.09 from operations. Chris stated when she adds the Capital Fund Program monies for the Risers of \$60,000.00, Waterfall will have a profit of \$10,818.91. Chris reported Capital Fund Program monies will also be added for interior door replacements at a later date.

Chris reported Scattered Sites is showing a loss from operations of \$67,277.84. Chris stated when she adds the Capital Fund Program monies for plumbing of \$28,000.00, and \$100,000.00 for bathroom remodels to Scattered Sites, they will still have an estimated profit of \$60,722.16.

Chris reported Riverside High-Rise is showing a loss from Operations of \$47,762.02. Chris stated when the Annualized Asset fee of \$14,700.00 is added back, Riverside High-Rise will have an estimated loss of \$33,062.02. Chris announced 1406 monies will be added, as needed, by the end of the Fiscal Year for this AMP.

Chris reported the COCC is currently showing a loss of \$79,162.11 from operations. Chris stated when the Annualized Asset fee of \$14,700.00 and the \$85,000.00 in Admin Fees are added back in, the COCC will have an estimated loss of \$8,862.11.

Chris reported Housing Choice Voucher has a \$97,905.01 profit from operations.

Kim asked if any Commissioners had questions they may want to ask about the October and November, 2016 Write-offs report. There were no questions or concerns on the October and November, 2016 Write-offs.

❖ **Old Business**

Nothing At This Time

❖ **New Business**

Exhibit D/Discussion – Employee Committee Christmas Party Approval

Kim announced the Employee Committee would like to hold its annual Christmas Party on December 16th, starting at 12:00 PM to 3:00 PM, at the Concord Fire Department Station #1 Banquet Hall located at 23625 CR 18, Elkhart, IN 46516. Kim asked for approval from the Board.

Commissioner Margaret Owens motioned to approve the Employee Committee Christmas Party. Commissioner JeNeva Adams seconded the motion. All commissioners present unanimously voted to approve the Employee Committee Christmas Party.

Exhibit E/Resolution 16:08 – Employee Handbook Approval

Kim reported Resolution 16:08 is for the approval of the Employee Handbook Updates.

Commissioner JeNeva Adams motioned to approve Resolution 16:08 Commissioner Margaret Owens seconded the motion. All commissioners present unanimously voted to approve Resolution 16:08.

Exhibit F/ Resolution 16:09 – WG Security Camera Contract Approval

Kim reported Resolution 16:09 is for the approval of Washington Gardens Security Camera Contract.


Commissioner Margaret Owens motioned to approve Resolution 16:09. Commissioner JeNeva Adams seconded the motion. All commissioners present unanimously voted to approve Resolution 16:09.

❖ **Handouts**

- PHADA Advocate
- NAHRO Monitor

❖ **Adjourn**

Commissioner Cory White, without any objections, declared the November 17, 2016 Board of Commissioners' meeting adjourned at 5:45 PM.



Cory White, Commissioner
December 15, 2016



Kim Sindle, Executive Director