

**REGULAR BOARD MEETING  
Elkhart Housing Authority  
February 24, 2022**

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 p.m.; on Thursday, February 24, 2022, in person and via Conference call.

**Board Members present:** Dan Boecher, Margaret Owens, Kristen Smole, Helenia Robinson, and Synthia Billings

**Staff members present:** Angelia Washington, Jessica Brittain, Clarence Jones, Equilla Smith, Teri Ivory, Todd Fielder, Amy Gonzalez, and Morgan Gibson

**Audience members present:** Sharon LeCount, Cheryl Etherington, and Karen Larson

- ❖ **Audience Concerns:** Sharon LeCount expressed concerns about the absence of RAB meetings and Angelia explained to Ms. LeCount that due to our new Comprehensive Improvements Director starting in March, the R.A.B. meeting will be postponed until April so that the new director can get acclimated to his new position.

Ms. LeCount stated that on Valentine's Day her dog was bit by another dog that lives in apartment 710. Angelia asked if she reported this incident to her manager. She stated yes, she wrote the incident on a walk-in form and slid it under the manager's door. Angelia apologized to Sharon for her issue not being resolved and since Dreama isn't here, she stated she would follow up with her on this concern as soon as possible. Ms. LeCount also expressed concern with residents smoking in the building.

Angelia informed the audience Ms. LeCount that one of our custodians will be residing at Riverside but boundaries will need to be established because she is entitled to a personal life. She further stated that in absence of a manager, staff member will be present in the building Monday through Friday and she is available for emergencies on the weekend.

Ms. LeCount stated that her apartment is a lot warmer now. Angelia explained that when Ms. LeCount reported that there was no heat in the building, the heat was in the process of being serviced the same day. Angelia further stated that HUD's heat standard is 68 degrees in the dwelling units. She said that she understands that it may have been cold to some, but one resident was sitting in the lobby with shorts on. She said we may not be able to make everyone happy, but our goal is to not be deficient on anything we are supposed to be maintaining.

❖ **Approval of Minutes**

**Exhibit A — Approval of Meeting Minutes — January 24, 2022, Regular Meeting**

Commissioner Kristen Smole motioned to approve the minutes from the January 24, 2022, regular meeting. Commissioner Margaret Owens seconded the motion. All Commissioners present unanimously voted to approve the January 24, 2022, regular meeting minutes.

❖ **Approval of Vouchers**

**Exhibit B — Approval of Vouchers — January 24, 2022**

Commissioner Smole motioned to approve the January 24, 2022, vouchers. Commissioner Margaret Owens seconded the motion. All Commissioners present unanimously voted to approve the January 24, 2022, vouchers.

currently earning escrow, \$5,893 earned in escrow funds in January, and \$105,461.01 total current escrow balance.

Ms. Melione Bickel has been promoted to a full-time assistant at Good Will Industries. When Melione joined the FSS program in September 2018, she had \$0 in earned income. Shortly after she began the FSS program, Melione enrolled in a job training program with Vocational Rehabilitation and Good Will Industries. She then began working part-time at the Good Will Industries where she has maintained employment. Great job to Ms. Bickel for the hard work she has done over the past several years.

- **Public Housing:** Angelia reported Rosedale's Occupancy rate for the month of January is 92.08%, Washington Gardens Occupancy rate for the month of January is 96.39%, Waterfall Occupancy rate for the month of January is 94.44%, Scattered-Sites Occupancy rate for the month of January is 93.88% and Riverside's Occupancy rate for the month of December is 97.00%. Angelia went on to say Public Housing's overall Occupancy rate for the month of January is 94.68%. She also stated that public housing received 106 applications, mailed 0 orientation letters, were processing 66 applications, approved 0 applications, denied 5 applications, and 10 applications were withdrawn. We received 8 homeless applications and 0 application(s) were approved and waiting for an available unit. Angelia reported there were 9 new admissions and 6 move-outs in January.\

Angelia informed the commissioners that we have been working hard to get maintenance staff to help us with our unit turnarounds. She stated we recently contracted with DNL Painting and Cleaning and she hopes we can start getting these units turned around. She said she is continuing to spread the word so we can recruit as many maintenance staff members as we can.


- **Maintenance:** Angelia reported that 6 move-outs were received and 0 were completed, 3 emergency requests received and completed, 286 tenant requests received and 272 completed; and there were 48 annual inspections received and 29 completed, totaling 304 completed work orders.
- **Financials and Write-Offs:** Jessica Brittain announced for the month of January, Rosedale high-rise earned \$30,159.00 in Revenue and \$17,068.00 in Operating Subsidy Revenue. Jessica went on to say Rosedale high-rise had \$52,882.00 in Expense without depreciation. Jessica reported Rosedale high-rise had a loss for the month of January in the amount of \$5,655.00. The overall view for the year, Rosedale earned \$420,211.00 in Revenue and the expenses were \$401,271.00. The net position YTD is 18,940.00.

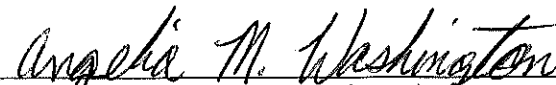
Jessica announced for the month of January, Washington Gardens earned \$18,790.00 in Revenue and \$73,505.00 in Operating Subsidy Revenue. Jessica went on to say Washington Gardens had \$85,172.00 in Expense without depreciation. Jessica reported Washington Gardens had a profit for the month of January in the amount of \$7,123.00. The overall view for the year, Washington Gardens earned \$773,308.00 in Revenue and the expenses were \$693,931.00. The net position YTD is \$79,377.00.

Jessica announced for the month of January, Waterfall high-rise earned \$30,364.00 in Revenue and \$22,457.00 in Operating Subsidy Revenue. Jessica went on to say Waterfall high-rise had \$65,900.00 in Expense without depreciation. Jessica reported Waterfall high-rise had a loss for the month of January in the amount of \$13,079.00. The overall view for the year, Waterfall earned \$500,552.00 in Revenue and the expenses were \$358,417.00. The net position YTD is \$142,135.00.

Jessica announced for the month of January, Scattered Sites earned \$16,220.00 in Revenue and \$37,224.00 in Operating Subsidy Revenue. Jessica went on to say Scattered Sites had \$46,568.00 in Expense without depreciation. Jessica reported Scattered Sites had a profit for the month of January

Commissioner Dan Boecher without any objections, declared the February 24, 2022, Board of Commissioners' meeting adjourned at 5:07 P.M.

  
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Dan Boecher, Commissioner  
March 17, 2022

  
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Angela Washington, Executive Director