

REGULAR BOARD MEETING
Elkhart Housing Authority
December 19, 2019

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30p.m. on Thursday, December 19, 2019 at the Riverside Terrace, located at 181 N Elkhart Ave., Elkhart, IN 46514.

Commissioners present: JeNeva Adams, Tonda Hines, Tamara Holmes, Vicki Fireline, Margaret Owens, Len Paff, and Lefate Owens.

Staff members present: Terry Walker, Christine Tack, Chris Kinnard, Todd Fielder, Clarence Jones, Mitch Craven, Ann Washington, Angela Moisenko, Charlotte Pettis, Taresa Walker, and Teri Ivory

Audience members present: Carolyn Wakeland, Tim Runner, Robert Catson, Linda Quick, Vicki Konanz, Tanya Sneed, Barbara Miller, and Andrea Kupetz

❖ **Roll Call**

Introductions

Introduction of Commissioners and staff

❖ **Audience Concerns**

- Timothy Runner expressed concern with the High electricity bills due to old electric heaters at Riverside. Mr. Runner went on to explain that many of the tenants at Riverside Terrace are unable to afford electricity bills that high as many tenants are on fixed income. Todd Fielder gave an explanation of how the heaters in the units work and stated he could come out to look at the heaters to ensure they are working properly. Terry Walker stated that a utility survey could be done and further explained the process for doing a utility survey.
- Timothy Runner stated that he knows the Housing Authority makes money for allowing antennas to be put on top of the High Rises for the cell towers. He also went on to ask why an antenna could not be put on the roof of Riverside Terrace so Tenants could have local stations in their apartments. Mitch clarified that the Housing Authority does not receive money for putting antennas on the Housing Authorities High-Rises roof tops. He went on to clarify that the antennas on top of the buildings are Verizon booster antennas and the carriers pay rent for that space and doesn't have anything to do with cable. Conversation took place regarding antennas for cable television. Clarence Jones further clarified the reasoning for not having the devices necessary to run cable for antennas on the roof of Riverside High-Rise but stated he would look into it further. Mr. Jones did reiterated that most solutions for obtaining basic stations would likely be cost driven as stated per Mitch.
- Linda Gray, Carolyn Wakeland, Vicki Konanz, and Barbara Miller expressed concern over cold drafts coming from the windows in their units. They also expressed concern regarding the placement of the heaters under the windows. Todd Fielder stated that the windows in each unit are new and were installed 3-4 years ago. Todd went on to explain how radiant heat works. Additional conversation took place and Terry Walker stated that the maintenance staff are often finding that residents windows have not been closed all of the way during inspections and suggests that tenants make sure there windows are closed tightly. Terry also states that the Housing Authority can check the windows to ensure they shut properly. Vickie Konanz states that she knows her windows are shut tight as maintenance had problems opening her window it shuts so tightly. Vickie would also like her window and heating unit looked at.
- Vickie Konanz expresses concern with how cold the laundry room is. She states it is so cold a winter coat needs to be worn and you cannot stay in the laundry room to fold clothing. Todd Fielder states a new heater is going to be installed in the laundry room. He also is going to check to see if there might be a problem with the air return in the laundry facility. Todd states the air return should not be blowing cold air.
- Carolyn Wakeland states that she has a very large gap around her entry door to her apartment. It was confirmed that the large gap is not around her entire door but the gap is larger on one side of her door. Maintenance will

go out and look at her door. Charlotte Pettis also states she has replacement of some doors in the budget and would have the door looked at and replaced if needed.

❖ **Approval of Minutes**

Exhibit A — Approval of Meeting Minutes — November 21, 2019 Regular Meeting

Commissioner Tonda Hines motioned to approve the minutes from the November 21, 2019 regular meeting. Commissioner Len Paff seconded the motion. All Commissioners present unanimously voted to approve the November 21, 2019, regular meeting minutes.

❖ **Approval of Vouchers**

Exhibit B — Approval of Vouchers — November

Commissioner Tonda Hines motioned to approve the vouchers for November, 2019. Commissioner Margaret Owens seconded the motion. All Commissioners present unanimously voted to approve the November 2019 vouchers.

❖ **Executive Director's Report**

Exhibit C — Executive Director's Report

- **Human Resources:** Terry reported 1 Temporary assignment, Kenny Cruz (Waterfall Custodian).

- **Comprehensive Improvements:**
 - Scattered Sites:** The most recent phase of bathroom remodels is nearing completion. A recent progress walkthrough produced only a handful of cosmetic corrections.

 - Riverside Terrace:** In an effort to help reduce resident energy costs, we have partnered with AEP to install free energy saving kits in each unit. During the kit installation, we took inventory of each refrigerator. AEP has offered to replace any refrigerator 7 years or older with a new same-size Whirlpool refrigerator. Saving the EHA over \$70,000 in appliance replacement costs.

 - Washington Gardens:** Terry reported no work at this time

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

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

 - COCC:** Terry reported that the annual plan is ready for your approval. We need to have it approved and submitted by January 16. As soon as the Annual Plan is submitted we will be starting the Environmental Review process for the next CFP grant.

- **Housing Choice Voucher Program:** Terry reported for the month of November 2019 there were 61 Annual Certifications Completed, 58 Interim Certifications Completed, 5 Unit transfers, 6 New Admissions and Absorbed Incoming Portability's, 3 End of Participations, 73 Applications Remaining in Process, 700 Lease Up on the last day and 96% Lease Up Percentage.

- **Public Housing and HCV Family Self Sufficiency Programs:** Terry reported the Family Self Sufficiency program is pleased to report currently serving 71 participants in which 46 participants are currently employed, 5 participants have enrolled in Job Training programs, 17 participants are enrolled in continuing education programs, and 14 participants are disabled, 24 participants are currently earning escrow, \$6,347 earned in escrow funds in November and \$108,233.00 total current escrow balance.

- **Public Housing:** Terry reported Rosedale Occupancy rate for the month of November is 94.12%, Washington Gardens Occupancy rate for the month of November is 95.96%, Waterfall Occupancy rate for the month of November is 89.76%, Scattered-Sites Occupancy rate for the month of November is 100.00% and Riverside Occupancy rate for the month of November is 97.28%. Terry went on to say Public Housing's overall Occupancy rate for the month of November 94.79%. Terry stated for the month of November Public Housing received 62 applications, 194 mailed interview letters, 57 applications are in processing status, 14 applications were approved, 7 were denials, 130 withdrawn applications, and 0 were homeless applications. Terry reported there were 9 new admissions and 13 move outs for the month of November.

- **Maintenance:** Terry reported for the month of November there were 13 move-outs received and 10 were completed, 4 emergency requests received and completed, 331 tenant requests for work orders were received and 313 completed; and there were 29 annual inspections received and completed, totaling 356 completed work orders.
- **Financial Reports And Write-Offs:** Chris Kinnard announced for the month of October, Rosedale High-rise earned \$27,242.69 in Revenue and \$14,623.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Rosedale High-Rise had \$54,691.10 in Expense without depreciation. Chris Kinnard reported Rosedale High-Rise had a profit year to date of \$68,202.90.

Chris Kinnard announced for the month of October Washington Gardens earned \$16,267.26 in Revenue and \$69,755.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Washington Gardens had \$62,577.75 in Expense without depreciation. Chris Kinnard reported Washington Gardens had a profit year to date of \$314,314.93.

Chris Kinnard announced for the month of October, Waterfall High-Rise earned \$30,937.92 in Revenue and \$19,944.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Waterfall High-Rise had \$43,093.76 in Expense without depreciation. Chris Kinnard reported Waterfall High-Rise had a profit year to date of \$122,557.81.

Chris Kinnard announced for the month of October, Scattered Sites earned \$9,901.27 in Revenue and \$34,708.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Scattered Sites had \$24,446.13 in Expense without depreciation. Chris Kinnard reported Scattered Sites had a profit year to date of \$181,421.83.

Chris Kinnard announced for the month of October, Riverside High-Rise earned \$35,097.77 in Revenue and \$19,794.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Riverside High-Rise had \$38,247.16 in Expense without depreciation. Chris Kinnard reported Riverside High-Rise had a profit year to date of \$160,824.27.

Chris Kinnard announced for the month of October, COCC earned \$116,243.35 in Revenue. Chris Kinnard went on to say the COCC had \$126,744.30 in Expense without depreciation. Chris Kinnard reported COCC had a loss year to date of (\$113,209.57).

Chris Kinnard announced HCV has a profit from Operations, year to date of (\$1,036.74). Chris Kinnard announced that we are still waiting on HHR monies to be transferred to us from HUD.

❖ **Old Business**

No old business reported at this time

❖ **New Business**

1. Resolution 19:15 – A Resolution to Approve the Annual Agency Plan

Back up paperwork was not present Special Meeting scheduled for 12/23/19 at 4:30p.m at the Elkhart Housing Authority.

❖ **Handouts**

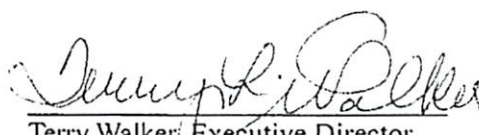
- NAHRO Monitor

❖ **Adjourn**

Commissioner JeNeve Adams without any objections, declared the December 19, 2019 Board of Commissioners' meeting adjourned at 5:22pm.



JeNeve Adams, Commissioner
January 16, 2020



Terry Walker, Executive Director