

REGULAR BOARD MEETING

Elkhart Housing Authority

April 19, 2018

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 PM on Thursday, April 19, 2018 at the Elkhart Housing Authority, located at 1396 Benham Avenue, Elkhart IN.

Commissioners present: JeNeva Adams, Len Paff, Lefate Owens, and Tamara Holmes.

Staff members present: Terry Walker, Chris Kinnard, Christine Tack, Milton Banks, Ann Washington, Jessica Bouie, Charlotte Pettis, Todd Fielder, and Terry Staner.

Audience members present: There were no audience members present.

❖ Roll Call

Commissioner JeNeva Adams called the meeting to order. Terry Staner called roll to verify.

❖ Audience Concerns

There were no audience concerns.

❖ Approval of Minutes

Exhibit A — Approval of Meeting Minutes — January 18, 2018 Meeting and March 20, 2018 Special Meeting

Commissioner Lefate Owens motioned to approve the minutes from the January 18, 2018 Meeting. Commissioner Len Paff seconded the motion. All Commissioners present unanimously voted to approve the January 18, 2018 Meeting minutes.

Commissioner Lefate Owens motioned to approve the minutes from the March 20, 2018 Special Meeting. Commissioner Len Paff seconded the motion. All Commissioners present unanimously voted to approve the March 20, 2018 Special Meeting minutes.

❖ Approval of Vouchers

Exhibit B — Approval of Vouchers January, February, and March, 2018

Commissioner Len Paff motioned to approve the vouchers for January, February, and March 2018. Commissioner Tamara Holmes seconded the motion. All Commissioners present unanimously voted to approve the January, February, and March 2018 Vouchers.

❖ Executive Director's Report

Miscellaneous Announcement

Terry announced the Elkhart Housing Authority was giving awards of recognition to Commissioner Lefate Owens and Commissioner Len Paff for their 15 years of service to the Housing Authority. Terry thanked both Commissioners for their dedication to the Elkhart Housing Authority.

Exhibit C — Executive Director's Report

- **Human Resources:** Terry reported there were two milestones in the month of March, 2018: Angela Moisenko, HCV Senior Specialist, for five years of service and Terry Waugh, COCC Maintenance HVAC Technician, for five years of service. Terry stated there was one new hire, Tazmyn Mason, for Front Desk Receptionist. Terry reported there were 2 separations in the month of March, 2018.
- **Comprehensive Improvements:**
 - Scattered Sites:** Terry reported the bathroom remodel for 16 units recently concluded and the preliminary walkthrough has been completed.
 - Riverside Terrace:** Terry reported several service doors and a pair of entry doors are currently being replaced.
 - Washington Gardens:** Terry reported there is no work at this time.

Waterfall High-Rise: Terry reported the electrical panel replacement project has concluded and the final punch list has been issued. Terry went on to say several service doors are currently being replace. Terry stated the resident mailbox project has been delayed for a couple of weeks, due to a material backorder.

Rosedale High-Rise: Terry reported several service doors are currently being replace.

COCC: Terry reported the COCC is still awaiting the release of 2018 Capital Fund Program monies. Terry went on to say that once received the Elkhart Housing Authority will immediately start a new series of upgrades for residents.

- **Housing Choice Voucher Program:** Terry reported HCV has 7 clients on the Homeownership program, there is one new client this month, 670 clients are under lease, and 94 clients are actively seeking rentals.
- **Public Housing and HCV Family Self Sufficiency Programs:** Terry reported the Public Housing Family Self Sufficiency program is currently serving 75 clients. Terry stated 2 participants withdrew or were terminated from the program and 1 participant graduated and moved into Homeownership. Terry announced 22 participants are disabled, 8 participants are enrolled in college, 3 participants are working on High School Equivalency courses, 4 participants are enrolled in job training programs, 42 participants are currently working, and 34 participants are currently earning escrow. Terry stated the FSS clients earned \$7,328.00 in escrow payments for March, 2018 and the current escrow balance was \$119,486.00.
- **Public Housing:** Terry reported the over-all occupancy rate for Public Housing is at 97.90% for the month of March, 2018. Terry stated 67 applications were received. Terry reported there were 15 new admissions. Terry said there were 25 move-outs for the month of March.
- **Maintenance:** Terry reported for the month of March there were 25 move-outs received and 18 completed, 4 emergency requests received and completed, 340 tenant requests for work orders were received and 323 completed; and there were 34 annual inspections received and completed, totaling 379 completed work orders.
- **Financial Reports And Write-Offs:** Chris Kinnard announced all AMPs were at a profit this month and part of the reason is due to the fact the Housing Authority was allowed to take their Operating Subsidy for February and March.

Chris Kinnard reported for the month of February, Rosedale High-rise earned \$27,431.19 in Revenue and \$29,632.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Rosedale High-rise had \$44,305.19 in Expense without depreciation, giving Rosedale High-rise a profit for the month of February totaling \$12,758.00. Chris Kinnard reported Rosedale High-rise had a profit for the year, up to February, of \$63,685.79.

Chris Kinnard reported for the month of February, Washington Gardens earned \$19,578.43 in Revenue and \$142,231.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Washington Gardens had \$64,096.16 in Expense without depreciation, giving Washington Gardens a profit for the month of February totaling \$97,713.27. Chris Kinnard reported Washington Gardens had a profit for the year, up to February, of \$143,198.74. Chris Kinnard noted Washington Gardens' revenue has almost doubled, which means the AMP has increased its positive renters.

Chris Kinnard announced for the month of February, Waterfall High-rise earned \$38,392.46 in Revenue and \$35,281.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Waterfall High-rise had \$63,908.93 in Expense without depreciation, giving Waterfall High-rise a profit for the month of February totaling \$9,764.53. Chris Kinnard reported Waterfall High rise had a profit for the year, up to February, of \$15,697.95.

Chris Kinnard reported for the month of February, Scattered Sites earned \$11,669.29 in Revenue and \$66,092.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Scattered Sites had \$68,616.22 in Expense without depreciation, giving Scattered Sites a profit for the month of February totaling \$9,145.07. Chris Kinnard reported Scattered Sites had a profit for the year, up to February, of \$106,581.45.

Chris Kinnard announced for the month of February, Riverside High-rise earned \$37,104.23 in Revenue and \$19,506.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Riverside High-rise had \$45,544.16 in Expense without depreciation, giving Riverside High-rise a profit for the month of February totaling \$11,066.07. Chris Kinnard reported Riverside High-rise had a profit for the year, up to February, of \$70,875.75.

Chris Kinnard reported for the month of February, COCC earned \$93,029.33 in Revenue. Chris stated the COCC had \$103,497.93 in Expense without depreciation, giving the COCC a loss of \$10,468.60 for the month of February. Chris Kinnard announced the COCC had a loss for the year, up to February, of \$43,159.05.

Chris Kinnard announced HCV has a loss from Operations, for the month of February, of \$54,989.05. Chris Kinnard reminded the Board that HCV does have money held in reserve, a HUD held reserve. Chris Kinnard stated the Housing Authority can requesting those reserves back from the HUD held reserves in order to prop up the bottom line.

Chris Kinnard asked the Commissioners if there were any questions on the Write-offs report for the April 2018 Board Report, which includes all move outs prior to March 31, 2018. Commissioner Tamara Holmes asked why a couple of the lines owed so much. Chris Kinnard explained it was due to concealment, Lawyer fees, and not charging late fees at Christmas time, so there was no notification during the month of December. There were no other questions on Write-offs.

❖ **Old Business**

Nothing At This Time

❖ **New Business**

Exhibit D/Discussion – Election Of Board Officers

Commissioner JeNeve Adams asked for nominations for the elections of Officers for the Board's President and Vice President.

Commissioner Lefate Owens moved to nominate Commissioner JeNeve Adams as President for another year. Commissioner Len Paff moved to nominate Commissioner Lefate Owens as Vice President. Commissioner Tamara Holmes seconded both motions. All commissioners present unanimously voted yes to approve the nominations for President and Vice President.

Exhibit E/ Resolution 18:03 – Approval To Amend ACOP

Terry reported Resolution 18:03 is to approve to amend the Admission & Continued Occupancy Plan (ACOP) to remain in compliance with HUD's Smoke Free Public Housing Rule effective July 30, 2018.

Commissioner Lefate Owens motioned to approve Resolution 18:03. Commissioner Tamara Holmes seconded the motion. Commissioner Len Paff voted present. Commissioners JeNeve Adams, Lefate Owens, and Tamara Holmes voted to approve Resolution 18:03.

Exhibit E/ Resolution 18:04 – Approval Of EHA No Smoking Policy

Terry reported Resolution 18:04 is to approve the Public Housing No Smoking Policy. Commissioner Lefate Owens asked if there were a designated smoking area at the AMPs. Terry reported there is not. Terry stated it is in the budget to build a designated shelter area, and although the plans are not worked out as of yet, it will have to be built 25 feet away from the buildings to adhere to the new policy. Terry reported Waterfall High-rise has a gazebo with a canopy at the moment which will be moved out to 25 feet to follow the policy guidelines. Terry stated cost has to be considered for gazebo types at the other sites.

Commissioner Tamara Holmes motioned to approve Resolution 18:04. Commissioner Lefate Owens seconded the motion. Commissioner Len Paff voted present. Commissioners JeNeve Adams, Lefate Owens, and Tamara Holmes voted to approve Resolution 18:04.

Exhibit F/Resolution 18:05 – Approval Of Addendum To The Lease

Commissioner JeNeve Adams asked for a motion to discuss Resolution 18:05, to approve or deny the Public Housing Smoke Free Lease Addendum and Violation of Smoke-Free Policies. Commissioner Lefate Owens motioned to open discussions for Resolution 18:05. Commissioner Tamara Holmes seconded the motion.

Commissioner JeNeve Adams stated she was concerned the three violation rules, 1st and 2nd offense is a \$50.00 fine and 3rd offense is lease violation with possible eviction, were too harsh because there is no designated area at the present time for tenants to smoke. Commissioner Adams suggested waiting until smoking areas were designated and up. Terry reported the no smoking signs need to go up in advance, because there can be no smoking within 25 feet of the buildings. Terry reported the designated smoking area at Washington Gardens will be the parking bays where tenants can smoke in their cars. Terry reported the violations in the Resolution were taken from a model of the Indianapolis Housing Authority, which is a \$50.00 fine. Terry went on to say South Bend's fine is \$100.00. Commissioner Adams suggested for 1st offense tenant should receive a lease violation and a \$25.00 fine, 2nd offense is a \$50.00 fine, the third offense is a \$75.00 fine, and add a fourth offense of eviction. Tamara stated she could vote for that. Terry stated she would change the violation rules. Tamara wanted the common areas cleaned and painted. Terry said that could be done.

Commissioner JeNeve Adams stated Resolution 18:05 will be tabled, asking for a modified version to vote on at the next board meeting. Commissioner JeNeve Adams asked if all were in favor of tabling Resolution 18:05. All Commissioners agreed to table Resolution 18:05 until next meeting.

Miscellaneous

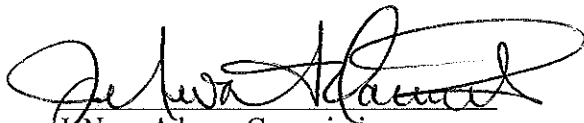
Commissioner JeNeve Adams inquired on Commissioner training. Terry stated she would check into it and include the information in next month's board packet.

❖ **Handouts**

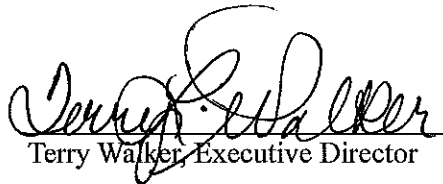
- **NAHRO Monitor**

❖ **Adjourn**

Commissioner JeNeve Adams, without any objections, declared the April 19, 2018 Board of Commissioners' meeting adjourned at 5:27 PM.



JeNeve Adams, Commissioner
May 22, 2018



Terry Walker, Executive Director