

REGULAR BOARD MEETING  
Elkhart Housing Authority  
May 20, 2021

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30p.m.; on Thursday, May 20, 2021, in-person and via Conference call.

**Board Members present:** Dan Boecher, Kristen Smole, Helenia Robinson, Lefate Owens and Kristyn Hammond

**Staff members present:** Angelia Washington, Amy Gonzales, Clarence Jones, Mitch Craven, Jessica Brittain, Charmaine Scales, Taresa Walker, Teri Ivory and Morgan Gibson

**Audience members present:** None

❖ **Audience Concerns:** None

❖ **Approval of Minutes**

**Exhibit A — Approval of Meeting Minutes — April 15, 2021, Regular Meeting**

Commissioner Kristen Smole motioned to approve the minutes from the April 15, 2021, regular meeting. Commissioner Dan Boecher seconded the motion. All Commissioners present unanimously voted to approve the April 15, 2021, regular meeting minutes.

❖ **Approval of Vouchers**

**Exhibit B — Approval of Vouchers — April 15, 2021**

Commissioner Smole motioned to approve the vouchers for April 15, 2021, Commissioner Lefate Owens seconded the motion. All Commissioners present unanimously voted to approve the April 15, 2021, vouchers.

❖ **Executive Director's Report**

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

- **Human Resources:** Angelia reported 2 new hires, Amy Gonzalez, (HCV Director) and Karim Albayati, (Groundskeeper) and 1 end of employment, Karim Albayati.

- **Comprehensive Improvements:**

**Scattered Sites:** The bid opening for the HVAC replacement project took place on May 11<sup>th</sup> and is in the board packet for approval.

Due to a recent grant award, a combination smoke and carbon monoxide detector has been installed in each apartment and mechanical room.

**Riverside Terrace:** A new ADA automatic door opener was installed at the buildings west entrance.

**Washington Gardens:** Planning is underway to replace the existing playground equipment. We look forward to having this before the board for approval this summer.

Due to a recent grant award, a combination smoke and carbon monoxide detector has been installed in each apartment and mechanical room.

**Waterfall High-Rise:** No work at this time

**Rosedale High-Rise:** No work at this time

**COCC:** We have been notified of our 2021 CFP funding and planning for corresponding projects has already begun. In the meantime, we are reviewing our annual insurance renewals.

- **Housing Choice Voucher Program:** Angelia reported for the month of May, 52 Annual Certifications were completed, 51 Interim Certifications Completed, 2 Unit transfers, 7 New Admissions and Absorbed Incoming Portabilities, 14 End of Participations, 18 Applications Remaining in Process, 682 Lease Ups on the last day of April and 94% Lease Up Percentage.
- **Family Self Sufficiency Programs:** Angelia reported the Family Self Sufficiency program is currently serving 62 participants in which 30 participants are currently employed, 3 participants are enrolled in GED/HSE education programs, 15 participants are attending college, 3 participants are enrolled in job training programs, 16 participants are disabled or unable to work. 12 participants are currently earning escrow, \$2,872 earned in escrow funds in April and \$97,171 total current escrow balance.
- **Public Housing:** Angelia reported Rosedale's Occupancy rate for the month of April is 98.04%, Washington Gardens Occupancy rate for the month of April is 93.43%, Waterfall Occupancy rate for the month of April is 96.06%, Scattered-Sites Occupancy rate for the month of April is 100% and Riverside's Occupancy rate for the month of April is 95.24%. Angelia went on to say Public Housing's overall Occupancy rate for the month of April is 95.98%. She also stated that public housing received 97 applications, mailed 60 orientation letters, were processing 21 applications, approved seven applications, denied two applications, withdrew 38 applications. We received 16 homeless applications and 1 application was approved and waiting for an available unit. Angelia reported there were 14 new admissions and 17 move-outs in April.
- **Maintenance:** Angelia reported that 17 move-outs were received and 12 were completed, 6 emergency requests received and completed, 215 tenant requests received and 202 completed; and there were 28 annual inspections received and 25 completed, totaling 245 completed work orders.
- **Financials and Write Offs:** Jessica Brittain announced for the month of April, Rosedale high-rise earned \$28,646.00 in Revenue and \$12,370.00 in Operating Subsidy Revenue. Jessica went on to say Rosedale high-rise had \$30,014.65 in Expense without depreciation. Jessica reported Rosedale high-rise had a loss for the month of April in the amount of \$11,001.35. The overall view for the year, Rosedale earned \$521,438.00 in Revenue and the expenses were \$526,758.00. The net position YTD is (\$5,320.00).

Jessica announced for the month of April, Washington Gardens earned \$15,251.78 in Revenue and \$77,692.00 in Operating Subsidy Revenue. Jessica went on to say Washington Gardens had \$83,505.11 in Expense without depreciation. Jessica reported Washington Gardens had a loss for the month of March in the amount \$9,438.67. The overall view for the year, Washington Gardens earned \$1,251,530.00 in Revenue and the expenses were \$1,134,815.00. The net position YTD is \$116,715.00.

Jessica announced for the month of April, Waterfall high-rise earned \$30,858.56 in Revenue and \$13,926.50 in Operating Subsidy Revenue. Jessica went on to say Waterfall high-rise had \$25,164.14 in Expense without depreciation. Jessica reported Waterfall high-rise had a loss for the month of

April in the amount of \$19,620.92. The overall view for the year, Waterfall earned \$563,759.00 in Revenue and the expenses were \$656,320.00. The net position YTD is (\$92,561.00).

Jessica announced for the month of April, Scattered Sites earned \$14,362.73 in Revenue and \$37,783.50 in Operating Subsidy Revenue. Jessica went on to say Scattered Sites had \$22,736.05 in Expense without depreciation. Jessica reported Scattered Sites had a profit year to date of \$186,441.00.

Jessica announced for the month of April, Riverside high-rise earned \$32,973.36 in Revenue and \$15,927.00 in Operating Subsidy Revenue. Jessica went on to say Riverside high-rise had \$30,776.32 in Expense without depreciation. Jessica reported Riverside high-rise had a loss for the month of April in the amount of \$18,124.54. The overall view for the year, Riverside earned \$672,487.00 in Revenue and the expenses were \$508,503.00. The net position YTD is \$163,984.00.

Jessica announced for the month of April, COCC earned \$88,916.00 in Revenue. Jessica went on to say the COCC had \$114,384.00 in Expense without depreciation. Jessica reported the COCC had a profit for the month of April in the amount of (\$25,468.00). The overall view for the year, COCC earned \$1,520,721.00 and the expenses were \$1,684,694.00. The net position YTD is (\$163,973.00).

Jessica announced HCV had a net position increase YTD in the amount of \$94,901.00.

Commissioner Boecher asked Jessica for a more detailed explanation for the loss at Waterfall and the Central Cost Center. Jessica stated that \$50,000 of the loss comes from the elevator repair fees and maintenance. Jessica stated for the Main Cost Center, we have a fee for service that we charge in the amount of \$29,977.00. She stated we have lower staff in our maintenance department currently. Our average is about \$50-\$60,000 in profit. Jessica stated our loss is due to having the staffing issue and not having enough maintenance staff to do the repairs. Commissioner Boecher asked Jessica if there was anything else we should be aware of. Jessica stated we have seen a lot of decrease in the past due rents and that has a lot to do with our property managers and our accounts receivable specialist. She stated they put in a lot of effort knocking on doors, a lot of tenants made payment arrangements and those who had extra money paid their rents in advance. Commissioner Boecher stated the staff is doing a great job. Angelia agreed that it has been a concentrated effort and she expects we'll continue to see a decrease in past due rents. She stated that the news reported that the extra unemployment benefits would be ending which made it hard to staff positions. She stated hopefully we will be able to fill some of these positions and see our fee for service increase also.

#### ❖ **Old Business:**

##### • **Board Members**

Angelia stated we have 7 board members which means we are now in full compliance with State regulations. Angelia asked our new resident Board member, Kristyn Hammond, if she would like to introduce herself and tell us why she wanted to become a Board member. Commissioner Hammond stated that she is 31 years old, and she lives in Scattered Sites on Moffat Lane. She had been on the waiting list for a year, she stated she was facing eviction due to a job loss from COVID. She stated she was nearly homeless, and she got the call from Charlotte telling her she can move in that same day. She was unsure initially when Charlotte told her about the board position, but she decided to accept because she stated she feels like the Housing Authority saved her life and she wants to give back to the community.

#### **Affordable Housing Development Talks**

Angelia stated after talks with the City of Elkhart, talks have begun with HUD. She stated HUD must approve our expenditures, especially when it comes to the development of additional housing. She stated we have met our public housing Fair Cloth Limit which caps the number of public housing units that HUD allows the Elkhart Housing Authority to have at 672. She stated we may have other options we can utilize to develop more affordable housing and she has reached out to HUD regarding a meeting with field office staff for guidance. Commissioner Boecher asked Ann for a better understanding of how HUD caps public housing. He asked if we would be able to use our reserves for Scattered Sites. Angelia stated HUD requires that as public housing units are demolished or disposed, they are replaced with another. She stated we are not able to exceed 672 public housing units. She stated we currently have a waiting list with over 1500 applicants and the need for affordable housing is great. Commissioner Smole stated that we may be able to submit an appeal to change the algorithm. Angelia stated she has been doing her own research but has not yet read any information on appeals. She stated from what she read it can take 12-18 months before the notice to proceed is finalized. She stated she did not want to sound discouraging but she believes if other housing authorities have engaged in redevelopment efforts, so can we. Angelia stated another option would be selling off our current stock to a low income or non-profit entity. She stated she spoke to Mitch earlier about meeting with an attorney and as many commissioners as possible so that we all have a clear understanding of whether the Elkhart Community Housing Corporation is functioning as it was intended. Commissioner Boecher stated for the other commissioners and himself the ideal situation would be to sell to a related entity so we can lower our cap of public housing units while still retaining management. Angelia stated yes, that is how she understands it. Jessica stated that during some training she has been in, there were other Finance CFO's and Directors of Finance who were talking about their programs and this type of training. She stated a lot of them seem to be doing the RAD conversions. A lot of the directors are trying to keep a mixture of having HCV and public housing along with the RAD conversion project so that they will have various types of funding opportunities. Angelia stated in the meantime she wants to make sure our current public housing is being maintained and not allowed to deteriorate. She stated she has been in discussion with the City of Elkhart about the surrounding areas. She said she spoke with Mayor Roberson this morning about the house that is badly burned on the corner of Indiana and Benham. She stated that house is the view from some tenants' backyards. She stated the mayor said he was currently having discussions about that house. Angelia stated our property is adjacent to the VFW post which has a dilapidated fence that can cause injury to children which she has reported to the City. There was also a City permit case for sidewalk work that had been done on Benham that had been left standing for years with the glass shattered out and she had maintenance staff remove it because it posed a safety risk. She stated she has also contacted the City of Elkhart about a street sweeper to come through and sweep Washington Gardens' streets. She stated the Street Department told her they would address it right away, possibly tomorrow. She stated she asked them to street sweep on a regular basis. She stated while we are working on developing more affordable housing, she also wants to make sure our current properties are being maintained.

❖ **New Business:**

• **Approval to Extend Audit Services to Velma Butler and Company Ltd**

Angelia stated she researched HUD's office of inspector general recommendations for how often we should send out bids for new auditors. Jessica stated she put in a request to extend Velma Butler and Company Ltd for another fiscal year to do the RFP. She stated those are typically sent out around October-November the year before the fiscal year ends to secure the auditor services. She stated there is no clear guidance on how often we must do the RFP. She stated she consulted with

the auditor and was advised that we could seek board approval to extend their contract for another year. She stated this fall she would put out an RFP to several auditors. Commissioner Boecher asked Jessica what she needed. Jessica responded she needs approval to extend the auditor services for another fiscal year. Jessica stated she would have a resolution in next month's board packet for approval.

- **City of Elkhart Police Department's Direct Access to Surveillance Cameras**

Angelia stated we have partnered with the Elkhart Police Department. She stated we have had a rash of shootings. She stated a young child was just murdered a few weeks ago, a couple of blocks from here. She stated we have over 400 children who live in Washington Gardens, we just want to do all we can to keep those families and children safe. She stated staff was concerned about her safety walking through the developments. She stated that she agreed with Commissioner Robinson's previous statement that we cannot be fearful of the community we serve; it sends the wrong message. There was one incident in which there was a man in Washington Gardens with a gun drawn and pointed that was caught on camera. (Images of a man with a gun were passed around for Board members to view). She stated this incident took place in broad daylight, which is very concerning. She stated there was another incident in May, about 12:30 in the morning. She stated he had a gun in his hand and walked from Washington Gardens over to Rosedale. She stated she is very comfortable with our relationship with the police. She stated she understands the social climate being a person of color, but she also understands the need to provide safe housing for our residents. Commissioner Hammond asked if the suspect had been apprehended. Angelia stated the case is currently under investigation. Commissioner Boecher stated we have been dealing with these issues for some time. He stated he feels comfortable with Angelia's leadership, and he hopes she continues to foster that relationship for the safety of our residents.

- **FY2021 Emergency Safety and Security Grant Funding Application**

Angelia stated these are made available for application on a regular basis. Mitch stated they used the funding applications for fencing, lighting, and security cameras in our developments. Mitch stated we were fortunate enough to receive two grant awards, one for \$250,000 for the security system at Washington Gardens and another for \$224,000 for lighting, a new fence, and a camera system at Banneker Heights. Mitch stated he has applied for Waterfall a couple of times, He stated Waterfall did not receive the grant last time, but it was right on the heels of that half million-dollar award that we received for the elevator modernization. Mitch stated he spoke with Angelia, and they decided to make a push for Rosedale. He stated he has that application about 95% assembled. He stated we want to install about 46-50 cameras at Rosedale in addition to the cameras that are already there. He stated we have updated the existing cameras but there are blind spots. He stated we have three stairwells in that building and there are no cameras in any of them. Mitch stated cameras would be added to all three stairwells. He stated that we would also be upgrading the exterior lighting, adding a light in the parking lot, adding a light at the west and east end of the building on the sidewalk, aesthetically like the lights The City recently installed along Benham Avenue. We have support from the Resident Advisory Board, the Chief of Police and now were asking for the support of the board. Mitch stated the application is not due until June 2 or later. Commissioner Boecher stated to Mitch that we just need to be on record authorizing the application. Angelia responded yes. Angelia stated due to criminal activity it is imperative that we improve our safety measures in that building. She stated from the images, the suspect started shooting in Washington Gardens, left and went to Rosedale. The suspect's hand can be seen on the doorknob to the stairwell. Therefore, Angelia stated the cameras would be very beneficial in the stairwell. Angelia explained to Commissioner Boecher that she would need him to sign a letter of support.

- **Resolution 21:07- A Resolution to Award the Contract for HVAC Replacement for Scattered Sites**

Commissioner Smole motioned to approve a resolution to award the contract for HVAC replacement for Scattered Sites and Commissioner Hammond seconded. All Commissioners present unanimously voted to approve resolution 21:07.

- **Resolution 21:08- A Resolution to Adopting Changes to the Housing Choice Voucher Program Administrative Plan**

Amy explained to commissioners the changes to the housing choice voucher administrative plan. She stated once a child ages out of foster care, The Department of Child Services can provide us with a list of these individuals ages 18-24 who are at risk of becoming homeless. The participant would qualify for a voucher. Amy stated we have also partnered with The Villages who will provide financial literacy and basic life training skills to these participants.

Commissioner Smole motioned to approve a resolution to adopting changes to the housing choice voucher program administrative plan and Commissioner Hammond seconded. All commissioners present unanimously voted to approve resolution 21:08.

- **Board Officer Elections**

Commissioner Boecher asked Angelia if we have a slate. Angelia responded No; we have never had a slate. Angelia stated she included the state statute of the requirements for electing a chair and vice chair for each public housing authority. The first election would be for the chair, she stated. Commissioner Smole nominated Dan Boecher. Commissioner Boecher asked if any other commissioners were interested in serving as Chair of the Board. All commissioners present unanimously voted to elect Dan Boecher Chair of the Board. Commissioner Boecher asked for nominations for the vice chair. Commissioner Hammond nominated herself for the position. Commissioner Boecher nominated Kristen Smole. Kristen Smole was elected Vice Chair of the Board by majority vote.

- ❖ **Handouts**

- NAHRO Monitor – April 15, 2021, April 30, 2021 & May 15, 2021
- PHADA Advocate – May 12, 2021 & May 26, 2021
- HUD Acronyms
- Indiana Code 2012

- ❖ **Adjournment**

Commissioner Dan Boecher, without any objections, declared the May 20, 2021, Board of Commissioners' meeting adjourned at 5:26 P.M.



Dan Boecher, Commissioner  
May 20, 2021



Angelia Washington, Executive Director