

REGULAR BOARD MEETING
Elkhart Housing Authority
July 21, 2022

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 p.m.; on Thursday, July 21, 2022, in person and via Conference call.

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

Staff members present: Angelia Washington, Jessica Brittain, Clarence Jones, Equilla Smith, Erik Mathavan, Renee Richardson, Katherina Jackson, Tasha Smith, Charlotte Pettis, Todd Fielder, Amy Gonzalez, and Morgan Gibson

Audience members present: Adrian Riley

❖ **Audience Concerns:** None

❖ **Approval of Minutes**

Exhibit A — Approval of Meeting Minutes — June 23, 2022, Regular Meeting

All Commissioners present unanimously voted to approve the June 23, 2022, regular meeting minutes.

❖ **Approval of Vouchers**

Exhibit B — Approval of Vouchers — June 23, 2022

All Commissioners present unanimously voted to approve the June 23, 2022, vouchers.

❖ **Executive Director's Report**

Exhibit C — Executive Director's Report

- **Human Resources:** Angelia reported 1 new hire, Veronica Donaldson, (HCV Interim Intake Specialist), and four new hires for the Summer Youth Employment Program, Angel Clayton, (Groundskeeper), Antaniece Moore, (Groundskeeper), Bra'niya Penn, (Groundskeeper), and Sasha Shavers, (Groundskeeper).

- **Comprehensive Improvements:**
 - Scattered Sites:** ServPro continued work on burn unit 1307 Moffat Lane with a target completion date of early to mid-September.

 - Riverside Terrace:** No work, during this time.

 - Washington Gardens:** Completed work on the North and South Playground.

 - Waterfall High-Rise:** No work, during this time

 - Rosedale High-Rise:** ServPro continued work on burn unit #608 with a revised target completion date of early to mid-September due to backorder delays on the kitchen cabinet and window.

 - COCC:** No work, during this time.

- **Housing Choice Voucher Program:** Angelia reported for the month of June, 57 Annual Certifications were completed, 54 Interim Certifications Completed, 0 Unit transfers, 7 New Admissions and Absorbed Incoming Portabilities, 5 End of Participations, 113 Applications Remaining in Process, 638 Lease Ups on the last day of June and 88% Lease-Up Percentage.
- **Family Self Sufficiency Programs:** Angelia reported the Family Self Sufficiency program is currently serving 60 participants of which 39 participants are currently employed, 2 participants are enrolled in GED/HSE education programs, 21 participants are attending college, 6 participants are enrolled in job training programs, 9 participants are disabled or unable to work. 16 participants are currently earning escrow, \$7,041 earned in escrow funds in June, and \$94,800.74 total current escrow balance.
- **Public Housing:** Angelia reported Rosedale's Occupancy rate for the month of June is 99.01%, Washington Gardens Occupancy rate for the month of June is 97.94%, Waterfall Occupancy rate for the month of June is 96.03%, Scattered-Sites Occupancy rate for the month of June is 99.00% and Riverside's Occupancy rate for the month of June is 98.00%. Angelia went on to say Public Housing's overall Occupancy rate for the month of June is 98.00%. She also stated that public housing received 103 applications, mailed 181 orientation letters, were processing 101 applications, approved 4 10 applications, denied 13 applications, and 129 applications were withdrawn. We received 13 homeless applications, and 9 application(s) were approved and waiting for an available unit. Angelia reported there were 10 new admissions and 4 move-outs in June.
- **Maintenance:** Angelia reported that 4 move-outs were received and 1 was completed, 2 emergency requests received and completed, 384 tenant requests received and 376 completed; and there were 29 annual inspections received and 10 completed, totaling 389 completed work orders.
- **Financials and Write-Offs:** Jessica Brittain announced for the month of June, Rosedale high-rise earned \$31,111.00 in Revenue and \$16,548.00 in Operating Subsidy Revenue. Jessica went on to say Rosedale high-rise had \$70,837.00 in Expense without depreciation. Jessica reported Rosedale high-rise had a loss for the month of June in the amount of \$23,178.00. The previous past due rent was \$530, and the current past due rent is \$2001. The increase in past due rent is \$1,471.

Jessica announced for the month of June, Washington Gardens earned \$17,609.00 in Revenue and \$136,842.00 in Operating Subsidy Revenue. Jessica went on to say Washington Gardens had \$117,066.00 in Expense without depreciation. Jessica reported Washington Gardens had a profit for the month of June in the amount of \$37,385.00. The previous past due rent is \$6,835 and the current past due rent is \$11,079. The increase in past due rent is \$4,244.

Jessica announced for the month of June, Waterfall high-rise earned \$29,848.00 in Revenue and \$18,232.00 in Operating Subsidy Revenue. Jessica went on to say Waterfall high-rise had \$65,601.00 in Expense without depreciation. Jessica reported Waterfall high-rise had a loss for the month of June in the amount of \$17,521.00. The previous past due rent is \$6,017 and the current past due rent is \$8,276. The increase in past due rent is \$2,259.

Jessica announced for the month of June, Scattered Sites earned \$13,947.00 in Revenue and \$58,723.00 in Operating Subsidy Revenue. Jessica went on to say Scattered Sites had \$41,336.00 in Expense without depreciation. Jessica reported Scattered Sites had a profit for the month of June in the amount of \$31,334.00. The previous past due rent was \$5,786 and the current past due rent is \$6,947. The increase in past due rent is \$1,161.

Jessica announced for the month of June, Riverside high-rise earned \$34,328.00 in Revenue and \$15,301.00 in Operating Subsidy Revenue. Jessica went on to say Riverside high-rise had \$62,117.00

in Expense without depreciation. Jessica reported Riverside high-rise had a loss for the month of June in the amount of \$12,488.00. The previous past due rent is \$612, and the current past due rent is \$440. The decrease in past due rent is \$172.

Jessica announced for the month of June, COCC earned \$90,315.00 in Revenue. Jessica went on to say the COCC had \$152,090.00 in Expense without depreciation. Jessica reported the COCC had a loss for the month of June in the amount of \$61,775.00.

Jessica announced HCV had a loss for the month of June, in the amount of \$3,363.00. The net position YTD is \$(415.00). Jessica stated that we increased our fee for service to the AMPs for the main cost center so we can make up some money to help balance it out. She said our AMPs are doing really well with reserves, but our cost center is not, so we need to leverage those fees so it will be more even. She said that there has been an increase in past due rent, but they have issued notices like always and they continue to get IERA applications in for the month of June.

❖ **Old Business:**

- **Washington Gardens Playgrounds**

Angelia stated that she is happy to announce that the ribbon cutting for the new Washington Gardens playground took place on July 15. She said the ceremony went well and the children were very excited to use the new equipment. Commissioner Boecher agreed and he encouraged the other commissioners to stop by and take a look. Angelia stated that she has received a lot of positive feedback from the parents as well as the children.

- **REAC Scores**

Angelia stated that HUD is in the process of scheduling the REAC inspection for Washington Gardens. She said that she included the last REAC inspection that occurred just before the onset of COVID-19. She said because of the scoring, Washington Gardens was due to be inspected again in 2021 but since everything was shut down, HUD did not reinspect it and now they are a year behind. She stated that Washington Gardens and Scattered Sites were the only properties inspected and scored in 2020. She said that the most recent REAC inspection conducted was for all three high rises in March 2022. Angelia explained that if a property gets a score of 90-100, and no deficiencies were found, and the property will only need inspecting every three years. She said if a property scores 80-89, the property will need to be reinspected every two years. She said if a property scores 79 or below, that means there are some areas of concern, and that property will need to be reinspected every year until those deficiencies are improved. She said that there are subcategories, A, B, C, and *. She said an A would mean no deficiencies were noted. She said that you may notice that some of the scores have either B, C, or an * by them. She stated that B means there were no life-threatening health and safety deficiencies noted. She said that C means at least one health and safety deficiency was noted and an * means at least one inoperable smoke detector was found. Commissioner Smole asked Angelia if it was possible to understand how each property was scored at Rosedale. She said she would like an explanation of why a particular score was given. Angelia stated that she would forward that information to the commissioners as soon as possible. She informed Commissioner Smole that there was a screen that the inspector could not push out at Rosedale. She explained that they said it didn't push out, but you just need to push it out from the bottom. She said they were also penalized for pooling on the roof, but it was snowing and raining that day. Commissioner Boecher asked what percentage of the units HUD inspects. Todd stated that it depends on your total number of units but for us it is between 23-25 units. Commissioner Smole asked Angelia if Washington Gardens was two years behind based on the low scoring. Angelia stated that the last inspection was in 2020, they were supposed to be reinspected in 2021 but because of

COVID, they weren't so now they are a year behind. She said it also depends on what that score would have been had they inspected in 2021.

- **Board Training**

Angelia stated that several of the commissioners requested board training and we have contracted with a former HUD official to facilitate the training beginning on August 29. She said the training will start at 1 pm until 4 pm and on August 30, the training will be from 9-3. Angelia stated that the instructor will provide an outline as well as slides for after the those unable to attend.

- **ACOP Policy**

Angelia stated that she hopes everyone received a copy of the ACOP policy that she sent last month. She said she wanted to see if everyone had a chance to review it and if anyone had any questions. The commissioners stated that they had all received a copy. She informed the commissioners that if they had any questions to please let her know and it will be added to next month's agenda.

❖ **New Business:**

- **Washington Gardens Community Police Liaison**

Angelia stated that our Washington Gardens substation has been vacant for a while and that she has been speaking with the chief and the Community Liaison, Adrian Riley, and they both agreed that it would be a great place for Adrian to house his office. She stated that Adrian is moving into his office at 312 Wagner D. Angelia introduced Adrian and asked him to tell everyone about his role in the community.

Adrian stated that he has been a community liaison for over a year now He said he would like to talk to the residents and create a space where people will feel comfortable. He said he will have set hours for people to stop by with any questions they might have. Angelia stated that Adrian wants to work with the residents and possibly help them to develop a resident council. She said Adrian and the Washington Gardens Property Manager, Equilla have a meet and greet scheduled for July 29.

- **Resolution 22:08- A Resolution Adopting Changes to the HCV Voucher Program Administrative Plan**

All commissioners present unanimously voted to approve resolution 22:08.

- **Resolution 22:09- A Resolution to Award the Contract for Playground Replacement at Scattered Sites**

Commissioner Boecher stated that he would like feedback from the other commissioners on this resolution. He stated that he thinks the investment that was made with the Washington Gardens playground paid off and he is in support of the new playground at Scattered Sites. Commissioner Lefate Owens stated that he supports the playground at Scattered Sites, he said he thinks it will be a wonderful thing for both children and adults. Commissioner Smole asked if there were any drawings or proposals on what we can expect for this playground. Erik stated that we have the initial schematics. He said it will be similar to Washington Gardens in terms of concept, but this project is a little pricier for a few reasons. First, Erik stated there is a lot of concrete work that needs doing, we need a 2% grade for ADA compliance, the cost of materials has gone up due to shortages, and there is a lot of peat gravel that has the potential to be removed and finally due to the elevation difference, to get it ADA compliant, an extra curb must be added. He said the equipment will be provided by the same company and it will include the turf.

Angelia informed the Commissioners that she can get the draft of the equipment if that would be helpful. Commissioner Smole said that it would be helpful for her to visualize. Commissioner Lefate Owens asked if wood chips would be used instead of peat gravel. Commissioner Boecher explained that they would use turf as they did on the playground at Washington Gardens. Commissioner Boecher stated that this is a big investment, and they are going to make it but as a steward of the funds, he thinks it warrants more information. He said he would entertain a special session if needed in the next couple of weeks. Angelia asked Commissioner Boecher if he would like her to provide him with anything else besides the sketches. He stated that he would like the sketches and the specs. He said he would also like a timeline for construction. He said he would like to know if this amount is in the 5-year plan. Angelia said she would send the information to all board members by tomorrow afternoon.

Commissioner Smole asked about the base price being \$468,000 with a contingency of \$10,000, and if that meant do not exceed \$478,000, or is the \$10,000 included in the \$468,000. Erik stated that the \$10,000 is included in the \$468,000 and it will be refunded to the EHA if not used.

Commissioner Boecher motioned to table a resolution to award the contract for playground replacement at Scattered Sites until next month. All commissioners present unanimously voted to table resolution 22:09.

- **Resolution 22:10- A Resolution for Legal Services**

Commissioner Boecher stated that they went through a formal RFP process for legal services. He said that three legal service providers submitted their proposal, Angelia has provided the score sheet and the winning bidder is the Harris Law Firm. Commissioner Boecher asked the commissioners if they had any questions before taking a vote. Commissioner Smole said although this has a clear winner, she would like to know what the points mean and how they were evaluated. She said in instances where there is not a clear winner, that information would be helpful. All commissioners present unanimously voted to approve resolution 22:10.

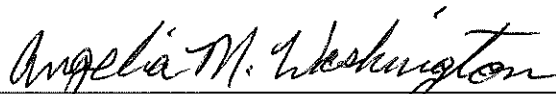
❖ **Handouts:** None

❖ **Adjournment**

Commissioner Dan Boecher without any objections, declared the July 21, 2022, Board of Commissioners meeting adjourned at 5:12 P.M.



Dan Boecher, Commissioner
August 18, 2022



Angelia Washington, Executive Director