

REGULAR BOARD MEETING  
Elkhart Housing Authority  
August 19, 2021

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 p.m.; on Thursday, August 19, 2021, in person and via Conference call.

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

**Staff members present:** Angelia Washington, Clarence Jones, Kenny Clark, Terry Waugh, Thalia Garcia, Mitch Smith, Dreama Coleman, Jessica Brittain, Charlotte Pettis, and Teri Ivory

**Audience members present:** Tonda Hines, Vikki Hayes, Synthia Billings, Sharon LeCount, Sherry Detwiler, Karen Larson, Carolyn Wakeland, Tim Runner, Betty Jackson, Maria Shultz, Connie Martin, James McNeely, Lisa Lambuth, Pam Mentor, Linda Quick, Shirley Mabie, Brenda Gauthier, Tanya Sneed, Shawn LaBine, and Andrea Kupetz

❖ **Audience Concerns:**

- Connie Martin (RS 716) informed everyone present that residents are not notified ahead of time when maintenance/exterminator needs to enter the apartment.
- Shawn LaBine (RS 711) stated she is unable to get any maintenance work done until she calls Todd Fielder. She expressed concern with him not always being available, but no one ever fixes anything until she speaks to him.
- Sherry Detwiler (RS 403) stated she discovered she had bedbugs and reached out to the maintenance department but did not hear back from them. Three months later she had an inspection scheduled and reported the bedbugs a second time. Orkin was scheduled to come out, but she received no warning that they were coming. Orkin did not show up as scheduled. She stated when they did exterminate, there was never a notice on her door stating when she could reenter the apartment. She further stated when she has called to report emergencies, she never gets a return call.
- Linda Quick (RS 201) stated her electric bills are \$300-\$400 a month and are too high for an apartment. She also stated the blowers blow cold air in the winter and, in the summer, the blowers are not on.
- James McNeely (RS 112) had a few concerns. He stated the walkway is uneven which makes it hard for people who are in wheelchairs or use a walker. He stated the ramp should be opened out front allowing more than one car to come through there. He also stated when the apartment is warm and it is cold outside, the windows fog over. Mr. McNeely's final concern was the mailboxes at Riverside. He stated that sometimes the key doesn't work, and he knows a lot of older residents who are unable to get their mail.
- Sharon LeCount (RS 221) stated she had a concern with raccoons in the dumpster. She also stated there are several cars parked illegally in the circle. She stated the ductwork is filthy and she has black mold in her apartment. She asked how something like that could be missed during inspections.
- Tim Runner (RS 109) was concerned with the presence of smoke in the building. He stated the building is supposed to be smoke-free, but he can smell cigarettes, marijuana, and crack cocaine.

Commissioner Dan Boecher informed the residents that he wanted to aggregate these issues and report back. He stated the EHA is not exempt from having manpower issues, but the goal is to take care of everyone's needs in the best way possible. He stated we must have a partnership if we want to do better. He stated Angelia is our new Director and she has the same mission, to serve our residents to the best of her ability.

Angelia stated that each property has a resident council and that there are several sources of recourse. She asked Riverside council members to identify themselves. Lisa Lambuth introduced herself as President, Linda Quick introduced herself as Treasurer, and Synthia Billings introduced herself as Vice President. Angelia informed residents that they may contact their property manager or EHA at any time, but HUD and the EHA respects resident councils as duly elected representatives of other residents. She further stated that residents should be informed when resident council meetings will take place. She stated there is also a drop box for resident concerns. A resident council member stated that former property manager, Tracy Brown took the keys during an inspection, and they never got them back. Angelia stated she would take care of it by getting a new lock or a new key, whichever was quicker. She asked the resident council members if all the residents knew how to get in contact with them. They responded yes; they have big signs out front. Angelia encouraged everyone to attend the resident council meetings, share their concerns, and allow the resident council to bring those concerns to the attention of the housing authority as they were elected to do. Residents presented issues about managers not doing anything about their concerns. Angelia reassured the residents that she will do everything she can to address concerns. She stated she would like to create a list of employee emails so that residents that have email may email their concerns and they will have a time and date stamp. She apologized for all the concerns the residents reported and advised everyone that the housing authority is under new management. She stated she intends to come up with a better process. A resident council member stated we need internet so that she can email concerns and send work orders. Angelia asked Kenny if we have a work order email function. Kenny stated no. Angelia stated she would look into the internet service. A resident in the audience stated the managers keep their windows covered and she can't understand why they are a manager if they don't want to deal with people. Angelia stated that it is not that managers don't want to deal with residents, but we serve 1500 families and limited time in which to do so. Angelia asked the resident if she tried to make an appointment. The resident responded no.

Introductions took place, Angelia Washington, Executive Director, Clarence Jones, Director of Public Housing, Charlotte Pettis, Property Manager for Rosedale, and Scattered Sites, and Dreama Coleman, Property Manager for Riverside and Waterfall. Dreama informed residents that she is new and asked them to be patient with her as she tries to get some things together. She stated she would like to have a meeting to address some of the resident's concerns. She assured residents that by next month, most of their concerns should be taken care of. She stated she met with residents today regarding mailboxes and that should be taken care of by Monday. Introductions continued. Mitch Smith, Custodian for Riverside, Kenny Clark, Maintenance Supervisor, and Teri Ivory, Human Resources Generalist.

❖ **Approval of Minutes**

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

Commissioner Kristen Smole motioned to approve the minutes from the July 15, 2021, regular meeting. Commissioner Margaret Owens seconded the motion. All Commissioners present unanimously voted to approve the July 15, 2021, regular meeting minutes.

❖ **Approval of Vouchers**

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

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

❖ **Executive Director's Report**

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

- **Human Resources:** Angelia reported 4 new hires, Linda Carlisle, (Custodian), Kayevonne Parham, (FSS Coordinator), Darrius Brown, (Property manager), and Larry Grissett, (Custodian). One rehire,

Charmaine Scales, (Recertification Specialist), and 3 ends of employment, Tracy Brown, Charmaine Scales, and Taresa Walker.

- **Comprehensive Improvements:**

**Scattered Sites:** No work at this time

**Riverside Terrace:** The elevator modernization has begun, and the first elevator is expected to be completed mid-November and full completion in early March 2022.

**Washington Gardens:** Bids for the playground replacement were received in late June. R Yoder Construction was the lowest bidder at \$341,900. This project will completely transform both playgrounds in the Washington Gardens community and is in the board packet for approval. Work is expected to begin in early October and be completed in less than 60 days.

Commissioner Boecher thanked Angelia for sending him the information regarding the playground replacement. They both agreed that it is a much-needed replacement, and they are both excited to get the project underway.

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

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

**COCC:** We are still waiting for the FFY21 Emergency Safety & Security Grant (\$250,000) and housing-related Hazards Capital Fund Grant (\$1,028,474) award announcements.

- **Housing Choice Voucher Program:** Angelia reported for the month of July, 58 Annual Certifications were completed, 54 Interim Certifications Completed, 2 Unit transfers, 4 New Admissions and Absorbed Incoming Portabilities, 7 End of Participations, 40 Applications Remaining in Process, 661 Lease Ups on the last day of July and 91% Lease-Up Percentage.
- **Family Self Sufficiency Programs:** Angelia reported the Family Self Sufficiency program is currently serving 58 participants in which 24 participants are currently employed, 3 participants voluntarily left the program by moving out of housing, 4 participants graduated, 4 participants are enrolled in GED/HSE education programs, 8 participants are attending college, 2 participants are enrolled in job training programs, 14 participants are disabled or unable to work. 12 participants are currently earning escrow, \$2,120 earned in escrow funds in July, and \$102,359 total current escrow balance.
- **Public Housing:** Angelia reported Rosedale's Occupancy rate for the month of July is 99.02%, Washington Gardens Occupancy rate for the month of July is 94.44%, Waterfall Occupancy rate for the month of July is 96.06%, Scattered-Sites Occupancy rate for the month of July is 94.90 and Riverside's Occupancy rate for the month of July is 97.28%. Angelia went on to say Public Housing's overall Occupancy rate for the month of July is 96.13%. She also stated that public housing received 148 applications, mailed 180 orientation letters, were processing 90 applications, approved 16 applications, denied 4 applications, and 108 applications were withdrawn. We received 12 homeless applications and 2 application(s) were approved and waiting for an available unit. Angelia reported there were 16 new admissions and 9 move-outs in July.

- **Maintenance:** Angelia reported that 9 move-outs were received and 5 were completed, 3 emergency requests received and completed, 330 tenant requests received and 317 completed; and there were 27 annual inspections received and 18 completed, totaling 345 completed work orders.
- **Financials and Write-Offs:** Jessica Brittain announced for the month of July, Rosedale high-rise earned \$29,347.00 in Revenue and \$16,534.00 in Operating Subsidy Revenue. Jessica went on to say Rosedale high-rise had \$51,104.00 in Expense without depreciation. Jessica reported Rosedale high-rise had a loss for the month of July in the amount of \$5,223.00. The overall view for the year, Rosedale earned \$131,094.00 in Revenue and the expenses were \$112,233.00. The net position YTD is \$18,861.00.

Jessica announced for the month of July, Washington Gardens earned \$14,683.00 in Revenue and 71,245.00 in Operating Subsidy Revenue. Jessica went on to say Washington Gardens had \$70,047.00 in Expense without depreciation. Jessica reported Washington Gardens had a profit for the month of July in the amount of \$16,061.00. The overall view for the year, Washington Gardens earned \$243,447.00 in Revenue and the expenses were \$226,839.00. The net position YTD is \$16,608.00.

Jessica announced for the month of July, Waterfall high-rise earned \$31,251.00 in Revenue and \$21,946.00 in Operating Subsidy Revenue. Jessica went on to say Waterfall high-rise had \$39,591.00 in Expense without depreciation. Jessica reported Waterfall high-rise had a profit for the month of July in the amount of \$13,606.00. The overall view for the year, Waterfall earned \$151,498.00 in Revenue and the expenses were \$119,111.00. The net position YTD is \$32,387.00.

Jessica announced for the month of July, Scattered Sites earned \$18,950.00 in Revenue and \$35,560.00 in Operating Subsidy Revenue. Jessica went on to say Scattered Sites had \$40,775.00 in Expense without depreciation. Jessica reported Scattered Sites had a profit for the month of July in the amount of \$13,735.00. The net position year to date is \$38,008.00.

Jessica announced for the month of July, Riverside high-rise earned \$35,197.00 in Revenue and \$22,387.00 in Operating Subsidy Revenue. Jessica went on to say Riverside high-rise had \$48,927.00 in Expense without depreciation. Jessica reported Riverside high-rise had a profit for the month of July in the amount of \$8,657.00. The overall view for the year, Riverside earned 163,442.00 in Revenue and the expenses were \$129,560.00. The net position YTD is \$33,882.00.

Jessica announced for the month of July, COCC earned \$85,164.00 in Revenue. Jessica went on to say the COCC had \$151,012.00 in Expense without depreciation. Jessica reported the COCC had a loss for the month of July in the amount of (\$65,848.00). The overall view for the year, COCC earned \$276,336.00 and the expenses were \$385,436.00. The net position YTD is (\$109,100.00).

Jessica announced HCV had a loss for the month of July, in the amount of (\$3,270.00). The net position YTD is \$40,149.00.

Commissioner Boecher asked about the COCC and if the fee for service would come around. Angelia stated she saw that the unemployment rate is going down so she hopes to become fully staffed with our hires instead of contractors so we can earn our fee for service. Jessica stated we lose it when we hire outside contractors.

❖ **Old Business:**

• **Housing Authority City of Elkhart By-Laws Committee**

Angelia stated Commissioner Adams previously asked for a sample of modernized by-laws, but she is unsure whether a decision has been made about forming a by-law committee because she has not received any feedback from anyone yet. Commissioner Boecher stated he has not had a chance to review anything, and he asked if Angelia would put it on next month's agenda. Angelia stated yes.

• **Police Department Partnership**

Angelia stated that Commissioner Lefate Owens wanted this topic added to this month's agenda. It was tabled in his absence and will be added to next month's agenda.

• **Rent Eviction Moratorium**

Angelia stated she planned to speak with Kacey Jackson at the Human Relations Commission, but she had not responded to her email before the start of the meeting. She stated she would ask Kacey for guidance on directing residents on how to apply for rent relief. She stated she would like residents to have this information before the rent moratorium is lifted. She further said that she has asked Morgan to schedule meetings between residents and herself to determine what barriers they are facing and how we can help them. She stated the rent moratorium has been extended to October 3<sup>rd</sup> and that she would have an update next month.

❖ **New Business:**

• **Roles of Resident Councils**

Angelia stated that this topic has already been discussed. Residents are aware of who their resident council members are at Riverside, and she hoped the meetings would continue to take place regularly.

• **Pest Control Education**

Angelia stated she has invited the owner of Yes Pest Control to come out and speak with the residents at Riverside and provide some pest control education. She stated he will be there on August 27 in the community room from noon till 1:00. She informed the residents that they can address any concerns they have with exterminations at that meeting. She asked that every resident attend because it will be educational, and it will also open the lines of communication between residents and our pest control service. Residents asked if flyers would be sent out. Angelia stated yes. She asked Dreama to prepare flyers.

Commissioner Boecher informed Riverside residents that the EHA will be embarking on an assessment of all our properties. He stated architects will be coming in to assess the physical structure as well as possible amenities. He said he agreed with Angelia that it is a new day at the Elkhart Housing Authority, and he would like to build on the great things happening here. He stated a lot of people have heard about other housing authorities that are in financial disarray, but he assured residents the EHA is not one. He stated this will allow them to make improvements to better serve our residents. He stated he would like to get resident input on each property's analysis. Angelia informed residents that the windows, the heaters, and the air handlers will be inspected during the physical needs assessment. She stated the planning is underway and they will be assessing those things soon.

• **Resolution 21:12 - A Resolution to Award the Contract for Playground Replacement at Washington Gardens**

Commissioner Smole motioned to approve a resolution to award the contract for the playground

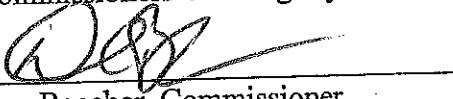
at Washington Gardens and Commissioner Kristyn Hammond seconded. All commissioners present unanimously voted to approve resolution 21:12.

❖ **Handouts**

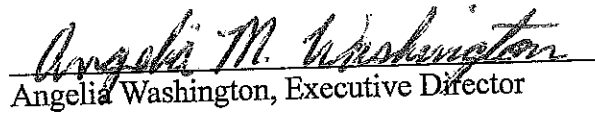
- NAHRO Monitor – June 15, 2021, & June 30, 2021
- PHADA Advocate – June 23, 2021, & July 7, 2021

❖ **Adjournment**

Commissioner Dan Boecher, without any objections, declared the August 19, 2021, Board of Commissioners' meeting adjourned at 5:30 P.M.



Dan Boecher, Commissioner  
September 16, 2021



Angeli Washington, Executive Director