

**THE HOUSING AUTHORITY OF THE
CITY OF SOUTH BEND, INDIANA**
REGULAR BOARD MEETING MINUTES
501 Alonzo Watson Drive South Bend In 46601
July 23rd, 2024 @ 9 a.m.

<https://us04web.zoom.us/j/4039499191?pwd=Nkt2KzNPOFJXNEVtQnRXUTdDSFhoQT09>

Meeting ID: 403 949 9191 Passcode: ZttFy3

CALL TO ORDER:

Commissioner Calvin called the meeting to order at 9:00 a.m.

ROLL CALL:

Commissioner Calvin, Commissioner Luecke, Commissioner Chamblee, Commissioner Daniel, Commissioner McNally.

HASB STAFF:

Marsha Parham-Green; Executive Director, Lori Wallace; Director of HCV (Housing Choice Voucher), Brian Hueni; CFO, Mansel Carter; Director of Property Management, Princess Thomas, Executive Assistant to Executive Director/Board Secretary, Diona Jones; Resident Service Coordinator.

OTHERS:

Attorney J. Harris

Public:

Doris Agnew

Sara Schafer

Regular Board Meeting Minutes
July 23, 2024

Vote to Approve June Board Minutes

Commissioner Luecke **AYE**
Commissioner Chamblee (Absent)
Commissioner Daniel **AYE**
Commissioner McNally **AYE**
Commissioner Calvin **AYE**

Vote for the Resolution Plan

Commissioner Luecke **AYE**
Commissioner Chamblee (Absent)
Commissioner Daniel **AYE**
Commissioner McNally **AYE**
Commissioner Calvin **AYE**

NEW BUSINESS:

MOU Resolution Plan

Executive Director Report:

The Director stated the draft version of the developer RFP has been received from CVR (7/16). Hasb and the city of South Bend representatives will review and comment no later than the end of the week of 7/22/2024.

The South Bend Commons signs design is currently pending. Awaiting renderings from sign companies, the Board of Commissioners will have a chance to review before agreement confirmation.

The Director stated that the Management team would be in Leadership Training with Unearthed Coaching & Counseling, as of July 2024.

The agency has three (3) open positions because of resignations. Positions have been posted externally and internally.

Marsha also stated that there have been significant improvements to the warehouse location since April 2024. Structural and physical renovations have been ongoing.

Family Self Sufficiency (FSS)

The Family Self Sufficiency Program (FSS) promotes the development of local strategies to coordinate public and private resources that help housing choice voucher program participants and public housing tenants obtain employment that will enable participating families to achieve economic independence.

60 participants enrolled in the FSS Program, 53 are HCV Program participants; and 38 participants with Escrow accounts, with a total of \$125,338.00 in escrow accounts.

FSS attended a training, Discrimination based on Familial Status Workshop, presented by Katrina Lee, South Bend Human Rights Commission. FSS continues using gift cards as an incentive to increase participation and help participants achieve their goals.

Termination (0) HCV (2) Public Housing -2) Tenants moved out.

LOW-INCOME PUBLIC HOUSING (LIPH)

Mansel Carter, Director of Public Housing stated the waiting list as of July 2024 is 1,456; There are 576 units online. 401 units were occupied and 175 were vacant. The vacant units are in rehab. 8 units are ready to be leased up.

Mansel also stated that he is working with the South Bend Police Department. He believes this is the best practice for HASB, to provide safety and security for our residents and families we serve.

The director has a plan to install more cameras overall HASB properties, to help the families feel more secure and safe in the neighborhood.

HOUSING CHOICE VOUCHER PROGRAM (HCVP)

Lori Wallace, HCV Director reviewed calendar year expenditures versus budget authority. To date, the HCV Program has spent \$7,240,822 of the \$22,000,000 allocated. The HCV Program spent \$1,805,144 on HAP (Housing Assistance Payment) expenses. The program is allocated 2,340 vouchers and 2,183 were leased. The Average Per Unit Cost was slightly below budget.

The HCV waiting list has not moved as we are working through the backlog of files for applicants who have already attended orientation briefings.

Lori reviewed the portfolio, showing 94% utilization in the HCV program and 100% utilization in the FYI program.

Lori also stated The HCV Program is entering a shortfall effective 6/1/2024.

Finance

Brian Hueni, CFO stated that June is the 9th month in our Fiscal Year. The year-to-date net income before depreciation in all 4 amps is well above the budgeted amount by about 800K. The reduced costs are the main driver for profitability

THE COCC IS currently 160K behind the budgeted net income budgeted. The expenses in COCC are up due to the restructuring of the organization.

Brian also stated Hap Administration's net income before depreciation is 100K above budget. This is very good since we are moving into a shortfall which will reduce the vouchers that are being managed.

Shortfall should continue until the end of December. Each month we will have a reduction in vouchers managed, this will hurt our profitability.

The FSS grant has been awarded now waiting for HUD to make the funds available to draw down.

Public Comments

Currently there are no comments from the public.