

**THE HOUSING AUTHORITY OF THE
CITY OF SOUTH BEND, INDIANA
REGULAR BOARD MEETING MINUTES**

*501 Alonzo Watson Drive South Bend In 46601
June 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, Will Williams; Director of Development, Jaclyn Lyles; Human Resource Manager, Diona Jones; Resident Service Coordinator.

OTHERS:

Attorney J. Harris

Public:

Sean Cedar, Steve Peterson, Rodney Gatson,

Vote to Approve May Board Minutes

Commissioner Luecke **AYE**
Commissioner Chamblee **AYE**
Commissioner Daniel **AYE**
Commissioner McNally **ABSTAIN**
Commissioner Calvin **AYE**

Vote for the Resolution Plan

Commissioner Luecke **AYE**

Commissioner Chamblee **AYE**
Commissioner Daniel **AYE**
Commissioner McNally **AYE**
Commissioner Calvin **AYE**

Vote for Approval 2024 Annual Plan

Commissioner Luecke **AYE**
Commissioner Chamblee **AYE**
Commissioner Daniel **AYE**
Commissioner McNally **AYE**
Commissioner Calvin **AYE**

NEW BUSINESS:

2023 Audit Report

2024 Annual Plan and 2024-2029 5-Year Plan Approval

Executive Director Report:

Marsha stated that as of June 2024, The Housing Authority of South Bend is officially all-staffed. Marsha introduces Diona Jones as the new Resident Service Coordinator. She will assess residents' needs and develop and/or identify programming to meet those needs. Diona Jones hit the ground running, she already started coordinating breakfast/brunches for the residents, and she has the 2024 and 2025 calendars planned.

Marsha stated she will be conducting the training for HCV and Public Housing certification classes, with the approval of all the Commissioners. The training will be available for other PHAs in the area to join.

HASB will sponsor the Induce My Purpose training/seminar for housing participants and residents to participate in workshops centered around credit and banking. This session will be held on June 1, 2024.

Marsha announced that the team has started renovating the property offices, to give the residents a home feeling like.

The 5-year plan and Capital fund plan will need to be amended.

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.

61 participants enrolled in the FSS Program, 54 are HCV Program participants; and 38 participants with Escrow accounts, with a total of \$120,050.00 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 assumed the role of Director of Property Management. He hit the ground running with new ideas and plans for the Public Housing Department.

The Director of Public Housing stated the waiting list as of June 2024 is 1,456; There are 583 units online. 394 units were occupied and 184 were vacant. The vacant units are in rehab.

Monroe Circle units will be deleted from the Annual Contributions Contract in late 2024.

Rhabbi Shulman is not connected to the Occupancy rate for 2024.

HOUSING CHOICE VOUCHER PROGRAM (HCVP)

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 stated that the May financial overview is the 8th month of the Fiscal year. The Actual revenues collected are up over budget and the prior year. Rent collection is increasing as we continue to

increase occupancy. The average rent collected per unit is up over last year. This increase is due to the incomes of tenants being checked and rents adjusted when appropriate.

The expenses YTD are down from budget and last year in the 4 Amps. The CCOC expenses are increasing as changes and upgrades are being made to the overall structure of the organization.

Net income before depreciation is trending positive as we head into the final quarter of the year. Brian believes that the Net Income budget for the year will be exceeded in all areas but the CCOC. The CCOC will be profitable but not to the level budgeted.

Brian is still waiting for the 2024 FSS GRANT to be awarded. It will be awarded we just have to wait on HUD.

Public Comments

Rodney Gatson expressed his concerns about the 501 Alonzo Watson building. Rodney wants to know what is going to happen to the property. When will the plan be implemented to fix all the maintenance problems? Rodney also asked what we will do about Cedar Glen heating and plumbing issues.

Steve Peterson expresses how he feels as though, The Housing Authority of South Bend should reside on Alonzo Watson Dr.