

**HOUSING AUTHORITY OF THE CITY OF SOUTH
BEND**

BOARD OF COMMISSIONERS MEETING

MAY 2024

Transforming Communities



HASB MISSION

IT IS THE MISSION OF THE HOUSING AUTHORITY OF THE CITY OF SOUTH BENDS (hasb) TO PROVIDE SAFE AND AFFORDABLE HOUSING ASSISTANCE TO INDIVIDUALS AND FAMILIES IN A MANNER THAT IS RESPECTFUL, PROFESSIONAL, AND SERVICE-ORIENTED. HASB IS COMMITTED TO MAXIMIZE ITS EXISTING RESOURCES AND WORK IN PARTNERSHIP WITH THE COMMUNITY TO ASSIST RESIDENTS IN REACHING INDIVIDUAL AND FAMILY GOALS, INCLUDING THOSE OF SELF-SUFFICIENCY, THROUGH EDUCATION, INCREASING EMPLOYMENT AND HOMEOWNERSHIP OPPORTUNITIES.





**BOARD OF COMMISSIONERS MEETING
APRIL 2024**

AGENDA

- I. ROLL CALL**
- II. APRIL MEETING MINUTES APPROVAL**
 - a. EXECUTIVE SESSION MINUTES APPROVAL – MAY 17, 2024
 - b. EXECUTIVE SESSION MINUTES APPROVAL – MAY 23, 2024
- III. NEW BUSINESS**
 - a. PUBLIC COMMENT POLICY AND RESOLUTION
 - b. 2024 Annual Plan and 2024-2029 5 Year Plan Approval
- IV. AGENCY REPORTS**
 - a. FAMILY SELF SUFFICIENCY
 - b. PUBLIC HOUSING
 - c. HOUSING CHOICE VOUCHER
 - d. FINANCE
 - e. GENERAL AGENCY OPERATIONS
- V. BOARD MEMBERS COMMENTS**
- VI. PUBLIC COMMENT**
- VII. BOARD CHAIR CLOSING REMARKS**
- VIII. ADJOURNMENT**



**THE HOUSING AUTHORITY OF THE
CITY OF SOUTH BEND, INDIANA**

REGULAR BOARD MEETING MINUTES

*501 Alonzo Watson Drive South Bend In 46601
April 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, Deborah Mobley; Director of PH, Lori Wallace; Director of HCV (Housing Choice Voucher), Andy Delaney; CFO, Katherine Bailey; Family Self Sufficiency Coordinator, Princess Thomas, Executive Assistant to Executive Director/Board Secretary, Jaclyn Lyles; Human Resource Manager.

OTHERS:

Attorney J. Harris

Public

Rodney Gadson South Bend Tenants Association
Sarah Schaefer City of South Bend

NEW BUSINESS: Attorney Harris will present the draft of the Public Comment policy for your review and approval at the May 2024 meeting.





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Executive Director Report –

The Executive Director is continuing to work on the grant in conjunction with the City of South Bend, Community Foundation, and CVR for the reconstruction of the Rhabbi Shulman building which will be considered Phase 1 of the redevelopment effort.

The Agency hired 6 new employees in March and April to fill vacancies. Three (3) new positions will be created to support the mission of the agency.

HASB will host INSPIRE training for maintenance in May. We have offered the training to all Indiana agencies to participate in.

HASB will be a sponsor for 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.

The agencies also opened a new Learning Library for the staff in April. The library has a variety of resources, books, and puzzles for the staff to utilize. Additionally, we offer Kindle devices and audiobook opportunities. Additional resources are welcome.

Marsha also stated the lobby, kitchen, and office spaces have been renovated and advised the Commissioners to take a tour.



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.

Janella Davis, City of South Bend HUD Counselor, and a member of our Program Coordinating Committee spoke at March's Monthly meeting on credit counseling and homeownership. She has agreed to meet with participants individually to create an action plan for increasing their credit scores.

FSS continues using gift cards as an incentive program to increase participation and help participants achieve their goals.

Katherine also stated, Termination (1), HCV Over income (0), and Public Housing.





LOW-INCOME PUBLIC HOUSING (LIPH)

The Director of Public Housing stated the waiting list as of March 2024 is 1,433.00. There are a total of 599 units online. A total of 388 units were occupied and 210 units were vacant. The vacant units are in the process of rehab.

4 scattered sites are being leased up. There are 15 in progress that should be done by the end of April some are in the 501 building.

6 units are ready in the 501 building, but there is a delay in leasing due to a double subsidy.

Deborah stated there were 0 emergency work orders in March 2024, and 250 routine work orders were conducted.

Enspire came on the 10th, 11th, and 12th, for AMP 1 to accommodate 27 units each.

The Public Housing waitlist will be closing on April 30th, 2024.

HOUSING CHOICE VOUCHER PROGRAM (HCVP)

HCV Director reviewed calendar year expenditures versus budget authority. To date, the HCV program has spent \$5,406,783 of the \$22,000,000 allocated. For March 2024, the HCV Program spent \$1,797,055 on HAP (Housing Assistance Payment) expenses. The program is allocated 2,343 vouchers and as of March 31, 2024, 2,182 were leased. The Average Per Unit Cost remains slightly higher than budgeted.

Lori reviewed the portfolio, showing 98% utilization in the HCV program and 100% utilization in the FYI program. The family self-sufficiency program is required to fill 19 slots but has filled 53, due to Katherine's hard work.

The HCV waiting list has not moved as we are working through the backlog of files for applicants who have already attended orientation briefings. In March, we administered 2,318 vouchers and issued 47 vouchers.

The processing numbers were reviewed. The interim queue number decreased due to fewer income changes reported by program participants.

Gilson Inspections completed 274 inspections in March. Of the 59 initial inspections, 15 required reinspection. Fifty-five of the 129 annual inspections required reinspection. There were two special inspections completed due to tenant complaints.



Finance

The CFO provided highlights of the financial reports by AMP, COCC, and HCV.

Future reports will include specific information regarding Capital Funds expenditures and allocations.

Andy stated how the Revenue for the CCC is lower than the average primarily because Capital Funds have yet to be released to the agency.

Administrative salaries and overall salary expenses will increase due to continued efforts to fill vacancies across the agency.

Contractors are being used for major improvements. Commissioner McNally requested to see more detail on how the funds are being spent. Director Parham committed to working toward that goal. Also including funds from other sources to clear the vacancies across the enterprise.

Vote for the ACOP

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


PUBLIC COMMENTS

Attorney Jewell recommended that all public comments follow a public comment document which should be developed. Building a framework for future meetings.

Sarah Schaefer from The City of South Bend expressed how The City of South Bend is pleased to work with The Housing Authority of South Bend. She believes that the deadline for the submission of the grant by Community Foundation for Rhabbi Shulman will be April 30th, they are currently working on phase 1 development and the CVR Asset redevelopment plan.

Commissioner Calvin asked when the Board should receive an end date.





Sarah replied that, as of now they do not have an end date, but if they make it to phase 2 by the summer.

Rodney Gatson representing the South Bend Tenant Association expressed the following questions:

what is the guidelines for Public Housing. He also asked what the Public Housing goals are and what we are currently doing to lower our vacancy rate. Rodney Gadson expressed concerns about retaliation from the Housing Authority for tenants that complain to the agency. How long it takes to address the maintenance issues at the properties.

Offered the question regarding how long Rhabbi Shulman will remain unoccupied or demolished.





Minutes from the Executive Session of the Board of Commissioners of
the Housing Authority of South Bend
May 17, 2024

1. Pursuant to Indiana Code 5-14-1.5-6.1(b)(6), an Executive Session was held for the purpose of discussing an individual over whom the Board has jurisdiction.
2. In attendance for the meeting was Dr. Virginia Calvin, Stephen Luecke, Judd McNally, Roland Chamblee and Myrnetta Daniel.
3. The Executive Session was held in person at the administrative offices of the Housing Authority of South Bend and virtually via Zoom.
4. The Commissioners discussed issues surrounding the employment status of an employee and that employee's request for an appeal of a decision affecting said employment.
5. No other business was conducted and the Board unanimously voted to adjourn the meeting.

Minutes prepared by:

Minutes approved by:

Jewell Harris, Jr.
HARRIS LAW FIRM, P.C.
*Attorney for the Board of Commissioners
of the Housing Authority of South Bend*

Dr. Virginia Calvin
*President, Board of Commissioners of
the Housing Authority of South Bend*



**Housing Authority of South Bend
Official Policy Governing Public Participation and Comment
During Meetings of the Board of Commissioners**

The Housing Authority of South Bend ("HASB") recognizes the value and importance of public input from community members. For that reason, and in compliance with federal regulations and state statutes, HASB hereby establishes an Official Policy Governing Public Participation and Comment During Meetings of the Board of Commissioners, with corresponding procedural guidelines, to allow members of the general public to effectively and efficiently inform the Board with regard to substantial issues impacting public and/or affordable housing in South Bend, Indiana. The policies and procedures described herein are designed in accordance with the intention of the Board to permit fair and orderly public participation at its public meetings.

Public comment, generally, is not designed or intended to address personal grievances or provide a remedy to individuals in dispute with HASB. All comments made during the public comment or public participation segment of any public meeting are subject to the following rules and procedures under which public participation is permitted and governed. The HASB Board Chair or Presiding Officer shall be responsible for administration of this Policy, in accordance with the following provisions:

- A. Any member of the public having a legitimate interest in the actions of the Board may participate during the public portion of any HASB public hearing, forum, or meeting. Individuals must register on the public comment sign-up sheet available before the start of the hearing, forum, or meeting, and must provide their name and physical address in order to be allowed to participate.
- B. Participants must be recognized by the Chair or Presiding Officer before providing comments, and must preface their comments by the announcement of their name and address.
- C. Comments made by public participants at any HASB public hearing, forum, or meeting shall be limited to three (3) minutes in duration. Unused comment time may not be transferred or relinquished by one individual to another.
- D. All comments shall be directed to the Board as a whole; no individual shall address or question any Board member or staff member individually.
- E. Public comment is not intended to be an interactive dialogue between an individual and the Board. Neither the Board as a whole, nor any single Board or staff member, shall be required to provide any answer or response to any comment by any individual.
- F. Disruptive discussions between an individual offering public comment and members of the audience and/or the Board or staff at any HASB public hearing, forum, or meeting are





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2. In attendance for the meeting was Dr. Virginia Calvin, Stephen Luecke, Judd McNally, and Myrnetta Daniel.
3. The Executive Session was held in person at the administrative offices of the Housing Authority of South Bend.
4. The Commissioners, at the request of an employee, conducted an appeal hearing concerning the employment status of an employee and issues related thereto.
5. No other business was conducted and the Board unanimously voted to adjourn the meeting.

Minutes prepared by:

Minutes approved by:

Jewell Harris, Jr.
HARRIS LAW FIRM, P.C.
*Attorney for the Board of Commissioners
of the Housing Authority of South Bend*

Dr. Virginia Calvin
*President, Board of Commissioners of
the Housing Authority of South Bend*



not permitted and may result in the revocation of the individual's permission to continue with his or her comment.

- G. Individuals providing public comment shall at all times be courteous and respectful in their language, presentation, and behavior, exhibiting a high level of professionalism and integrity. Use of language intended to humiliate, disgrace, demean or mock HASB or its members or staff and will not be tolerated, and may result in the revocation of the individual's permission to continue with his or her comment.
- H. Following the completion of an individual's public comments at any HASB public hearing, forum, or meeting, the individual is expected to return to his or her seat with no further debate, dialogue, or comment from the individual or the Board.
- I. At any HASB public hearing, forum, or meeting, the HASB Board Chair or Presiding Officer may interrupt or terminate a person's comments, warn an individual of potential consequences, request an individual to leave, request the assistance of security or law enforcement officers, or call for a recess or an adjournment of the hearing, forum, or meeting when, at any time, the individual's comment:
 - i. exceeds the three (3)-minute time limit set forth in Paragraph (C) of this Policy,
 - ii. is personally directed at an individual,
 - iii. is abusive, obscene, or irrelevant, or
 - iv. disregards any part of this policy/procedure.
- J. Video recordings are permitted during Board meetings; however, the individual owning and/or operating the recorder must comply with the following conditions:
 - i. no obstructions may be created between the Board and the audience as a result of the recording;
 - ii. no interviews of any person may be conducted during the Board meeting;
 - iii. no commentary may be made during the meeting or recording that could distract the Board or members of the audience; and
 - iv. no editing or revisions may be performed on the recording which has the effect of changing the context of the recording or altering its nature.
- K. Violation of any part of this policy during any HASB public hearing, forum, or meeting may result in the enforcement of the following disciplinary policy by the HASB Chair or Presiding Officer, in addition to the revocation of the individual's permission to comment during that particular meeting:
 - i. 1st violation – Verbal warning
 - ii. 2nd violation - Written Warning
 - iii. 3rd violation – One (1)-month suspension of HASB public comment privilege
 - iv. 4th violation – Six (6)-month suspension of HASB public comment privilege
 - v. 5th violation – One (1)-year suspension of HASB public comment privilege
 - vi. 6th violation – Five (5) year suspension of HASB public comment privilege
 - vii. 7th violation – Lifetime ban of HASB public comment privilege



All violations will be documented in writing for HASB records and files, and a written copy of the warning will be provided to the individual following receipt of said warning. Violations shall accrue and remain valid for a period of four (4) years from the date of the most recent violation.



RESOLUTION NO. 24-_____

**A RESOLUTION BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SOUTH BEND, INDIANA,
TO APPROVE A PUBLIC COMMENT POLICY**

WHEREAS, the Housing Authority of the City of South Bend, Indiana (hereinafter, "the Authority") is a public housing agency, duly organized under the laws and regulations of the City of South Bend, State of Indiana, and United States of America; and

WHEREAS, pursuant to Ind. Code § 36-7-18-14, the Authority has all powers necessary and/or convenient for the carrying out of its purposes under Indiana law; and

WHEREAS, the Authority is a municipal corporation, as defined in Ind. Code § 36-1-2-10, and is therefore a political subdivision of the State of Indiana as defined in Ind. Code § 36-1-2-13; and

WHEREAS, as a political subdivision of the State of Indiana, the Authority is subject to the Indiana Open Door Law, Ind. Code § 5-14-1.5-1, *et seq.*, which encourages public participation in meetings of public agencies such as the Authority; and

WHEREAS, Ind. Code § 5-14-1.5-3.3(d) and (e) provide that the Board of Housing Commissioners may adopt a policy designating a public comment period as part of its routine meeting agenda, and may further adopt reasonable rules and/or policies to govern said public comment period; and

WHEREAS, in accordance with Ind. Code § 5-14-1.5-3.3, and in the interests of civility, efficiency, and accessibility of its meetings, the Board of Housing Commissioners has formulated a "Policy Governing Public Participation and Comment During Meetings," a copy of which is attached hereto as Exhibit "A;"

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NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SOUTH BEND, INDIANA, THAT:

1. The Board hereby APPROVES and ADOPTS the Policy Governing Public Participation and Comment During Meetings, in a form substantially similar to that attached hereto as Exhibit "A", and authorizes its use during public meetings of the Board.
2. This Resolution shall be in full force and effect from the date of its adoption, and shall be filed in the permanent records of the Authority.

PASSED AND ADOPTED by the Board of Commissioners of the Housing Authority of the City of South Bend, Indiana, on the ____ day of May, 2024.

Virginia Calvin, BOARD CHAIR

ATTEST:

Marsha Parham-Green,
Executive Director





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FSS Program Participates

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.

	Number FSS Participants enrolled	HCV Program Participants	LIPH Program Participants	Number with Escrow Accounts	Total Amount of Escrow Accounts
January 2024	67	58	9	39	\$99,437.00
February 2024	66	57	9	37	\$97,044.00
March 2024	64	55	9	37	\$104,851.00
April 2024	63	54	9	38	\$112,720.00
May 2024					
June 2024					
July 2024					
August 2024					
September 2024					
October 2024					
November 2024					
December 2024					

***December 2023 (balance \$92,241.00)**

Board Report May 2024

- LaQuisha Jackson, Owner of Soulful Kitchen, LLC, and Hope 4 for the Hungry spoke at April's Monthly meeting on entrepreneurship. The participants were excited to learn how she became an entrepreneur and how they could become entrepreneurs too. They were impressed with her accomplishments and motivated by her speech.
- FSS continues using gift cards as an incentive to increase participation and help participants achieve their goals.
- Termination (1) HCV Ported Out (0) and Public Housing.



Public Housing

					Units Under vacancy reduction Program with a Contractor
AMP	Property	Total Units	Units Occupied	Units Vacant	
1	Monroe Circle				
	Laurel Court	42	26	16	
	Harbor Homes	54	35	17	
2	Rabbi Shulman/628				
	West Scott/501	127	64	63	
	Quads	52	47	5	
3	South Bend Ave	20	17	1	
	Edison Gardens	20	19	0	
	Twyckenham Dr	18	15	3	
4	Scattered Sites 09	46	34	12	
	Scattered Sites 10	60	46	14	
	LaSalle Landing	24	21	3	
	Scattered Sites 12	41	28	13	
	Scattered Sites 17	53	32	21	
	Scattered Sites 18	26	10	16	
TOTAL		583	394	184	



Workorder

Apr-24

EMERGENCY

ROUTINE

LAUREL COURT	0	24
LASALLE LANDING	0	39
SOUTH BEND AVE	0	19
WESTCOTT APTS	0	91
HARBOR HOMES	0	23
SCATTERED SITES IN 15-09	0	38
SCATTERED DUPLEXES IN 15-10	0	41
EDISON GARDENS	0	17
TWYCKENHAM	0	7
SCATTERED SITES IN 15-12	0	33
ACQUISTION/SCATTERED SITES 15-17	0	27
SCATTERED SITES IN 15-18	0	10
NON WORK TENANT WORK ORDERS	0	12
		381



Housing Choice Voucher (HCV) Program - April 2024

**Housing Authority of the City of South Bend
Budget Authority Worksheet**

April 2024 CY (As of April 1, 2024)

Description	\$ Budgeted	\$ Expended	\$ Available
<u>Voucher Budget Authority (VBA):</u>			
Annual HAP	\$ 22,000,000	\$ 7,240,822	\$ 14,759,178
Monthly HAP	\$ 1,833,333	\$ 1,805,144	\$ 28,189
Description	Number Per Month Budgeted	Number Per Month Leased	Number Per Month Available
Monthly Average # of UNITS	2,343	2,207	136
Description	Avg. Per Unit Per Month Budgeted	Avg. Per Unit Per Month Expended	
Monthly Per Unit HAP	\$ 823	\$ 818	

*Housing Authority of South Bend
Housing Program Portfolio M/E April 30, 2024*

Program	Description	# Allotted	# Filled	Vouchers Issued	Current Lease Rate	Program Potential	Potential Lease Rate
HCV	Housing Choice Voucher – Federally funded rental assistance program provides assistance towards rent and utilities on behalf of the family.	2,343	2,191	101	94%	2,300	98%
FYI	Foster Youth to Independence – Provides vouchers for individuals at least 18 years old, and not more than 24 years of age, and who has left foster care, or will leave foster care within 90 days, and is homeless or is at risk of becoming homeless.	16	16	0	100%	16	100%
Total Allocation		2,377	2,207	101	93%	2,316	97%

Ports

Description	#	Vouchers Issued
Incoming	125	8
Outgoing	8	

Program Potential
133
8

Family Self-Sufficiency

Description	# Allotted	# Filled
Enables families assisted through the Housing Choice Voucher (HCV) program, to increase their earned income and reduce their dependency on welfare assistance and rental subsidies. Under the ISS program, low-income families are provided opportunities for education, job training, counseling and other forms of social service assistance, while living in assisted housing, so they can obtain skills necessary to achieve self-sufficiency.	19	54



Housing Choice Voucher Metrics FY 10/2023-9/2024												
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
Leasing Activity Report	2,298	2,309	2,321	2,329	2,333	2,318	2,331					
Utilization Rate	92.0%	92.4%	93.7%	94.2%	94.5%	93.8%	94.2%					
Waiting List Report	1,424	1,274	1,273	1,273	1,272	1,272	1,272	1,272				
Vouchers Issued Report	51	51	29	15	60	47	31	26				
Voucher Success Rate	72.5%	67.3%	55.2%	66.7%	33.3%	35.1%	10.5%					

HCV Projects Report FY 10/2023-9/2024												
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
Reexaminations	141	128	145	131	155	154	159					
Interim Changes	65	65	73	86	141	99	97					
EOPs	20	11	14	22	16	19	22					

HCV Move About Report FY 10/2023-9/2024												
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
Port Ins	2	1	4	2	0	0	2					
Port Outs	0	1	1	0	1	1	0					
Tenants Moving About	18	20	16	14	17	12	19					

Housing Authority of South Bend HQS Inspections Monthly Quality Control Report For April 2024											
Number of Inspections											
Scheduled	Completed	Annual	Reinspection	Initials	Initial Re-inspect	Abatement Insp.	Special	Moved Out	Not Completed		
207	189	46	42	71	14	9	7	7			
Passed	1st Time Fail	Abate	Moved Out	No Show	24 Hr	Weather Deferred	Refused				
120	14	30	7	29	2	0	8				
No Show Rate				14%							
Initial Inspections Carried Out					RTAs						
Total		Passed		Failed		Received		Scheduled			
85		65		20		67		85			
E-mail's		Calls/Texts									
24 Hours		2		2							



BUDGETED REVENUE	ANTICIPATED MONTH		
CAPITAL OPERATION FUNDS 2024	SEPTEMBER	\$567,879	
BUDGET	AMP1	\$91,778	
BUDGET	AMP2	\$71,129	
BUDGET	AMP3	\$62,524	
BUDGET	AMP4	\$342,448	
CAPITAL ADMINISTRATIVE FUNDS	MAY	\$283,940	COCC



April 2024 Financial Overview

Report reflects activity from October thru April, 2024

REVENUE	AMP 1	AMP 2	AMP 3	AMP 4	COCC	HAP	HAP ADM	FSS
Revenue Projection YTD	\$644,592	\$1,052,451	\$646,207	\$731,681	\$894,032	\$12,849,915	\$1,361,055	\$57,983
ACTUAL REVENUE	\$599,539	\$1,142,942	\$741,297	\$550,590	\$567,160	\$12,837,376	\$1,579,734	\$15,920
Variance / Budget to Actual - 2024	\$45,053	-\$90,491	-\$95,090	\$181,091	\$326,872	\$12,539	-\$218,679	\$42,063
Prior Year Revenue	\$591,590	\$757,995	\$507,073	\$549,322	\$639,021	\$10,513,211	\$1,350,110	\$45,964

EXPENSE	AMP 1	AMP 2	AMP 3	AMP 4	COCC	HAP	HAP ADM	FSS
Expense Projected YTD	\$610,587	\$1,058,013	\$616,534	\$679,820	\$634,982	\$12,849,915	\$1,292,216	\$57,983
Actual EXPENSE	\$426,364	\$760,667	\$555,171	\$479,689	\$584,525	\$12,866,549	\$1,426,134	\$39,966
Variance / Budget to Actual 2024	\$184,223	\$297,346	\$61,363	\$200,131	\$50,457	-\$16,634	-\$133,918	\$18,017
Prior Year Expense	\$469,693	\$799,403	\$504,321	\$519,481	\$656,863	\$10,653,161	\$1,204,098	\$45,964

NET INCOME	AMP 1	AMP 2	AMP 3	AMP 4	COCC	HAP	HAP ADM	FSS
Projected Net Income YTD	\$34,082	-\$5,562	\$29,672	\$51,861	\$259,050	\$0	\$68,839	\$0

Actual Net Income Before depreciation	\$173,175	\$382,275	\$186,126	\$70,901	-\$17,365	-\$29,173	\$153,600	-\$24,046
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Prior Year Net Income	\$121,897	-\$41,408	\$2,752	\$29,841	-\$17,842	-\$139,950	\$146,012	\$0
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AGENCY OPERATIONS

April 2024

➤ **Trainings**

NSPIRE for Public Housing Training for all Maintenance technicians, Property Management and Administration was scheduled and completed on May 23, 2024. Upon completion of the certification examination, all participants will receive a NAHRO certification in the new inspection protocol.

Additional Training since January 2, 2024 (list not all inclusive)

HCV Funding and Budgeting

HCV Eligibility Training

Human Trafficking (Homeless Service Provider Training)

Fair Housing Training

Financial Operations Training

HCV Utilization

Portability Procedures

PHA Reporting Requirements

HOTMA Update

Autism & Homelessness

Poverty Escape Training

HCV Denials, Terminations, Informal Hearings & Informal Reviews

How to USE ARPA Funds to Improve Local Data on Evictions

De-Escalation training

Scheduled as of May 2024

Managing Maintenance – Certification Training

Public Housing Manager (PHM) – Certification Training

HCV Eligibility, Occupancy, Eligibility, and Income Calculation



Ethics – Provided by the Human Relations Commission of South Bend

Ethics for Management and Specialist - NAHRO

Collaboration with Police Department

- The agency will report the Crime Stat information provided by the South Bend Police Department to the Board of Commissioners effective June 2024. The information is provided monthly to the agency by Public Housing campus.

➤ Recruitment

- Recruiting for Director of Public Housing
- Maintenance Technician (3)
- Accounts Receivable Clerk

➤ Promotions/New Hires – April

- Jaclyn Lyles – Human Resource Manager
- Brian Hueni – CFO
- Pertrina O’Neal – Fiscal Analyst
- Resident Services – Effective June 10, 2024

➤ Development

- Meeting with the City of South Bend and CVR consultants to further evaluate the possibilities for redevelopment, repositioning, and RAD utilization for the assets of the agency, including the scattered site housing. Next meeting is scheduled for May 30, 2024.
- Requesting proposals for landscaping of South Bend Commons and Harbor Homes
- Sign design is currently pending. Awaiting renderings from the sign companies. Board of Commissioners will have the opportunity to review prior to agreement confirmation.

➤ General Business

- Re-establishing the South Bend Affordable Housing Corporation as the required financial documents were not filed timely and the entity was dissolved. CFO is working to reinstate the entity within the next few months. Preliminary work has already been completed.
- Requests for Proposals for all service contracts are in process to ensure we are receiving the best service and the best pricing available. Exploring the “piggyback”





possibility with some of the services under contract with the City of South Bend as an option.

- Continued renovation of the 501 and Property Offices to enhance the appearance of the campuses and offices.
- Continuing employee engagement activities on a monthly basis
- Celebrated the official opening of the Learning Library which focuses on Leadership and Self Development.
- Preparing to revamp the agency website, logo, and media presence in July, 2024.



