

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

## **BOARD OF COMMISSIONERS MEETING**

**September 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 MAXIMIZING ITS EXISTING RESOURCES AND WORKING IN PARTNERSHIP WITH THE COMMUNITY TO ASSIST RESIDENTS IN REACHING INDIVIDUAL AND FAMILY GOALS, INCLUDING THOSE OF SELF-CUFFICIENCY, THROUGH EDUCATION, INCREASING EMPLOYMENT, AND HOMEOWNERSHIP OPPORTUNITIES.

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

**REGULAR BOARD MEETING MINUTES**

*501 Alonzo Watson Drive South Bend In 46601  
August 24th, 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. Jaclyn Lyles;  
Human Resources Manager.

**OTHERS:**

Attorney J. Harris

**Public:**

Sara Schafer; The City of South Bend

Rodney Gadson; The South Bend Tenant Association

Regular Board Meeting Minutes

**Executive Director Report:**

Marsha stated the agency has one (1) open position- Maintenance Technician. Positions(s) have been posted externally and internally.

RFQ for the Development of Rhabbi Shulman was released on August 22, 2024. HASB, Community Foundation, and the City of South Bend representatives have agreed on the document, with the assistance of CVR. The request includes 30% Project Based Vouchers, 40% Low-Income Housing Tax Credits (LITHC), and 30% Market Rate units. The unit mix (unit sizes) are still under review pending responses from responding developers. Total units for families under 60% of AMI will be 145.

She also stated the sign design is still pending. Awaiting renderings from the sign companies. The Board of Commissioners will have the opportunity to review before agreement confirmation. **Still Pending – Seeking other vendors currently**

Marsha stated the Resident Community Room located in the 501 Building will be reopened on September 2, 2024.

The Four Winds will temporarily use some of our land for equipment storage. In exchange, we will receive a \$20,000 payment, which will be allocated toward development and employment initiatives.

**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.

59 participants enrolled in the FSS Program, 52 are HCV Program participants; and 39 participants with Escrow accounts, with a total of \$120,324.13 in escrow accounts.

Two participants have successfully graduated from the FSS Program and are planning to attend their graduation ceremony. Additionally, we will be adding five new participants to the program. These new participants will be organized into groups, or "pods," and will attend together.

## **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.

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

## **Public Comments**

### **Rodney Gadson:**

1. When can we include a resident board member on the board?
2. Rodney suggested collaborating with the Director of Public Housing and the Resident Service Coordinator to provide educational opportunities for residents.
3. Is there an updated plan for HUD? If so, what are the changes and goals?
4. What is the plan to achieve the 95% utilization rate in Public Housing?
5. Over the past two years, how many failed inspections have occurred in the HCV Program?

**This concludes the board meeting. Thank you all for your participation and valuable input.**



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Waiting List	858				
Occupancy Rate	63				
Rent Collection TAR					
Vacated Accounts					
Unit Turnaround Time					
					Units Under
					vacancy reduction
					Program with a
AMP			Units	Units	Contractor
		Total Units	Occupied	Vacant	
1	Monroe Circle	NA	NA	NA	
	Laurel Court	42	28	14	
	Harbor Homes	54	36	16	(2) rental office community room
2	Rabbi Shulman/628	NA	NA	NA	
	West Scott/501	127	64	63	5
	Quads	52	49	3	
3	South Bend Ave	20	17	1	(2) rental office
	Edison Gardens	20	18	1	(1)community room
	Twyckenham Dr	18	13	5	
4	Scattered Sites 09	46	35	10	5
	Scattered Sites 10	60	12	7	2
	LaSalle Landing	24	21	3	
	Scattered Sites 12	41	25	14	3
	Scattered Sites 17	53	36	18	2
	Scattered Sites 18	26	13	13	1
TOTAL		583	367	168	18



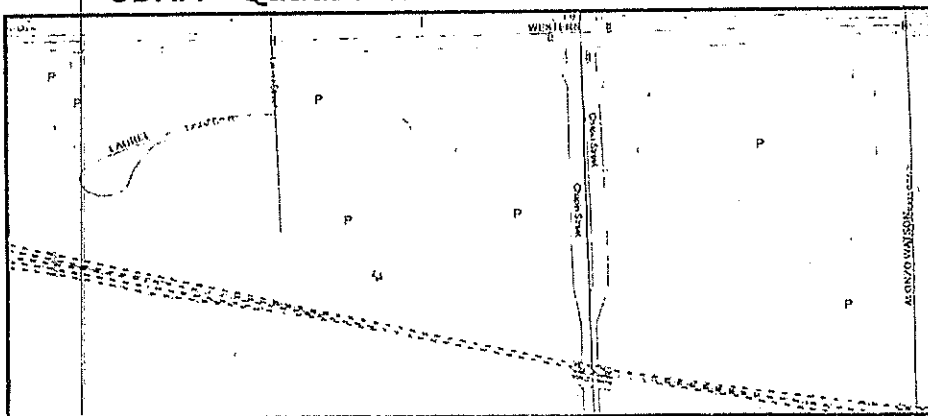
# South Bend Police Department

Monthly Crime Stat Meeting  
September 11<sup>th</sup>, 2024



# SBHA - Quads / Westscott / Laurel Court

INCIDENTS	
	AGG ASSAULT
	BURG/NON_RESIDENCE
	BURG/RESIDENCE
	DRUG ARREST
	JUSTIFIABLE HOMICIDE
	LARC/VEHICLE
	MURDER
	MVT
	RAPE
	ROB/COMMERCIAL
	ROB/PERSON
	ROB/RESIDENCE
	WEAPONS ARREST
SHOTS FIRED CALLS	
	CASE RPT GENERATED
	INFORMAL RPT

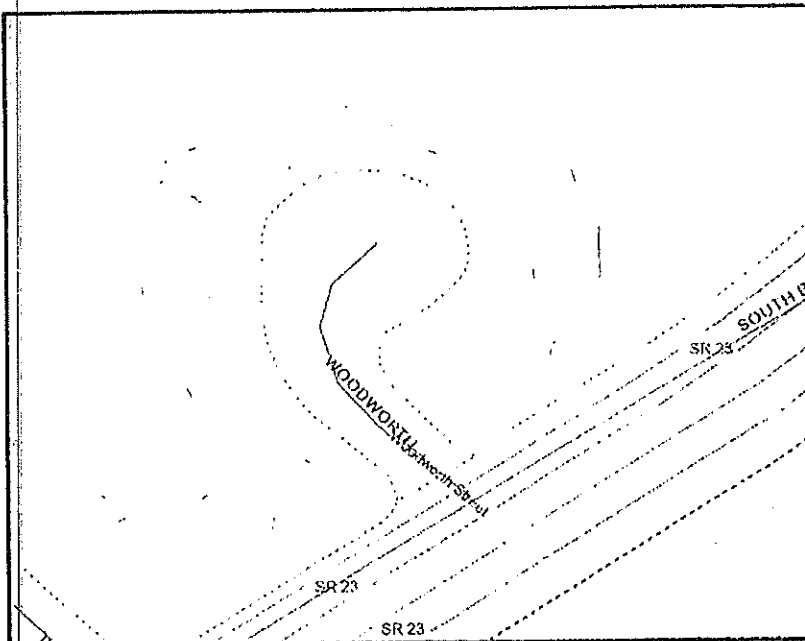


CALLS FOR SERVICE	
QUADS	
08/01/24 13:10:17	ASSIST
WESTSCOTT	
08/04/24 00:10:33	DISTURBANC
08/05/24 11:42:18	WELFARE
08/09/24 01:37:02	MAN DOWN
08/17/24 12:27:00	DOMESTIC
08/28/24 00:00:25	REPO
LAUREL COURT	
08/04/24 01:47:49	DISTURBANC
08/12/24 18:16:03	UNKNOWN
08/24/24 09:13:47	JUVENILE
08/29/24 23:50:48	SUSPICIOUS
08/31/24 00:05:34	UNWANTED
08/31/24 00:48:35	FIGHT
08/31/24 19:25:14	DOMESTIC

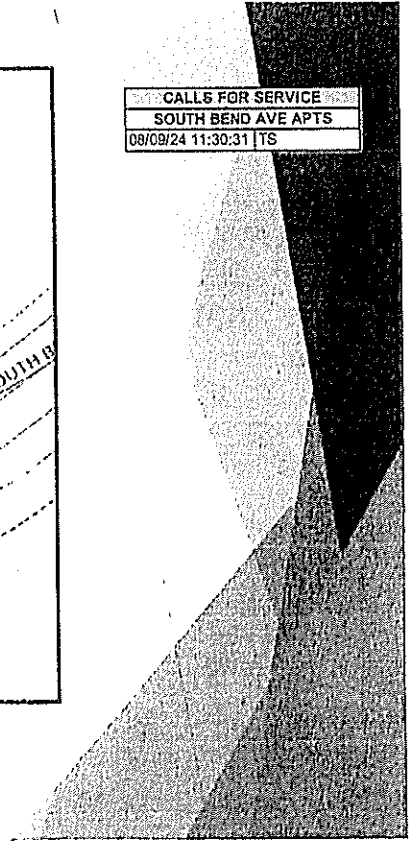


# SBHA - South Bend Ave Apts

INCIDENTS	
	AGG ASSAULT
	BURS/NON_RESIDENCE
	BURS/RESIDENCE
	DRUG ARREST
	JUSTIFIABLE HOMICIDE
	ALARM/VEHICLE
	MURDER
	MVT
	RAPE
	ROE/COMMERCIAL
	ROE/PERSON
	ROE/RESIDENCE
	WEAPONS ARREST
SHOTS FIRED CALLS	
	CASE RPT GENERATED
	INFORMAL RPT

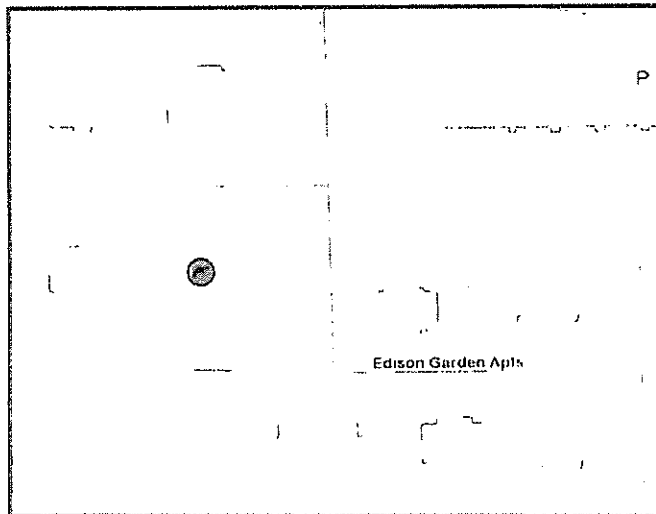


CALLS FOR SERVICE  
SOUTH BEND AVE APTS  
08/09/24 11:30:31 | TS



# SBHA - Edison Gardens
















INCIDENTS	
	AGG ASSAULT
	BURG/NOH_RESIDENCE
	BURG/RESIDENCE
	DRUG ARREST
	JUSTIFIABLE HOMICIDE
	LARC/VEHICLE
	MURDER
	MVT
	RAPE
	ROB/COMMERCIAL
	ROB/PERSON
	ROB/RESIDENCE
	WEAPONS ARREST
SHOTS FIRED CALLS	
	CASE RPT GENERATED
	INFORMAL RPT

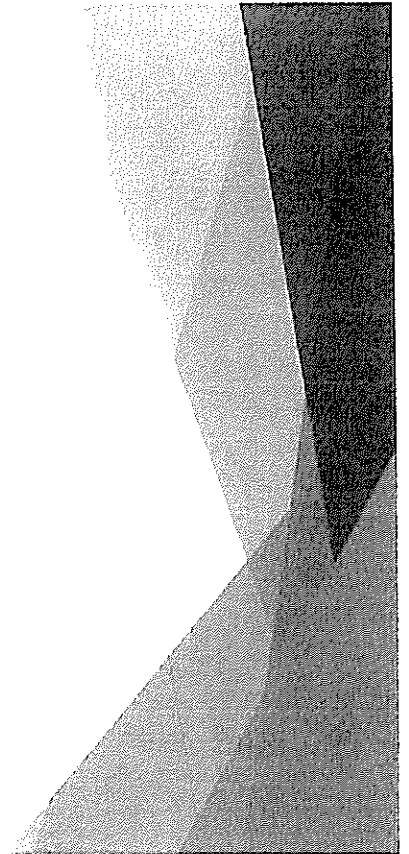
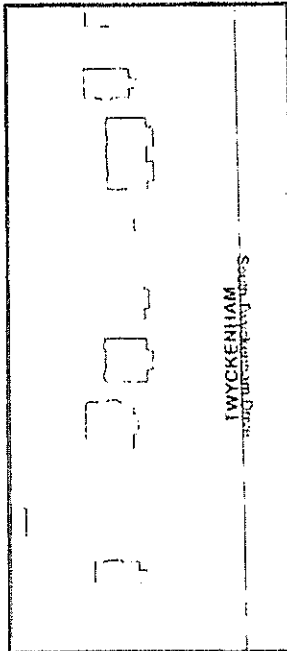


ADDRESS: 4000011 ADDRESS: 02000000 EDISON GARDEN APTS

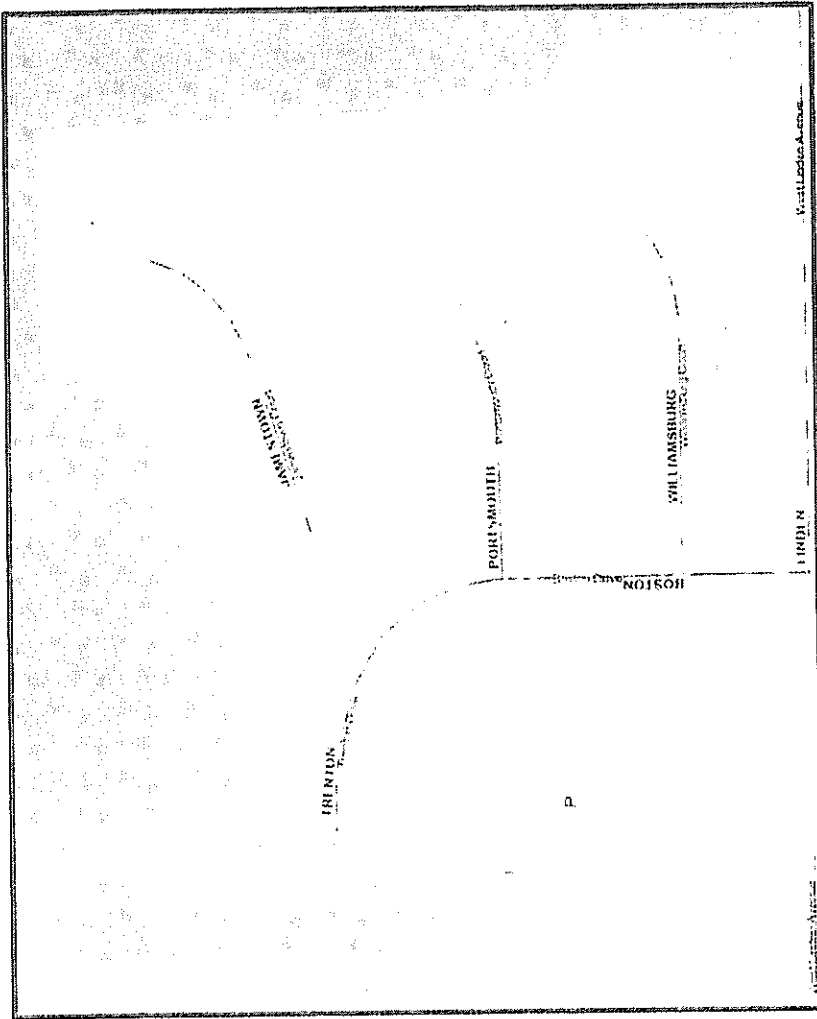
CALLS FOR SERVICE	
EDISON GARDENS	
08/20/24 02:26:53	FIGHT
08/26/24 10:31:07	FRAUD

# SBHA - TWYCKENHAM APTS

INCIDENTS	
	AGG ASSAULT
	BURG/NON_RESIDENCE
	BURG/RESIDENCE
	DRUG ARREST
	JUSTIFIABLE HOMICIDE
	LARC/VEHICLE
	MURDER
	MVT
	RAPE
	ROB/COMMERCIAL
	ROB/PERSON
	ROB/RESIDENCE
	WEAPONS ARREST
SHOTS FIRED CALLS	
	CASE RPT GENERATED
	INFORMAL RPT



# SBHA: Harbor Homes



CALLS FOR SERVICE	
HARBOR HOMES	
08/08/24	22:00:26 BURGLARY
08/09/24	15:59:23 DISTURBANC
08/14/24	22:08:59 SUSPICIOUS
08/14/24	23:34:45 DOMESTIC
08/20/24	05:30:22 BURGLARY
08/20/24	06:25:08 WELFARE
08/22/24	19:46:30 WELFARE
08/24/24	03:00:18 VANDAL
08/26/24	07:29:17 FRAUD
08/26/24	12:34:52 STAND BY
08/26/24	13:18:23 STAND BY
08/29/24	11:22:42 JUVENILE
08/30/24	11:59:23 ALARM

INCIDENTS	
	AGG ASSAULT
	BURG/NON_RESIDENCE
	BURG/RESIDENCE
	DRUG ARREST
	JUSTIFIABLE HOMICIDE
	LARC/VEHICLE
	MURDER
	MVT
	RAPE
	ROB/COMMERCIAL
	ROB/PERSON
	ROB/RESIDENCE
	WEAPONS ARREST
SHOTS FIRED CALLS	
	CASE RPT GENERATED
	INFORMAL RPT



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**Housing Choice Voucher (HCV) Program - August 2024**

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

**August 2024 CY (As of August 1, 2024)**

Description	\$ Budgeted	\$ Expended	\$ Available
<b><u>Voucher Budget Authority (VBA):</u></b>			
Annual HAP	\$ 22,000,000	\$ 14,705,899	\$ 7,294,101
Monthly HAP	\$ 1,833,333	\$ 1,907,893	\$ (74,560)
Description	Number Per Month Budgeted	Number Per Month Leased	Number Per Month Available
Monthly Average # of UNITS	2,343	2,160	183
Description	Avg. Per Unit Per Month Budgeted	Avg. Per Unit Per Month Expended	
Monthly Per Unit HAP	\$ 823	\$ 883	

*Housing Authority of South Bend  
Housing Program Portfolio M/E August 31, 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	2,167	0	94%	2,193	94%
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	14	1	88%	2	88%
<b>Total Allocation</b>		<b>2,377</b>	<b>2,181</b>	<b>1</b>	<b>93%</b>	<b>2,195</b>	<b>92%</b>

**Ports**

Description	#	Vouchers Issued	Program Potential
Incoming	151	19	170
Outgoing	26		26

**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 FSS 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



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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	61	54	7	38	\$120,056.00
June 2024	60	53	7	38	\$125,338.00
July 2024	59	52	7	39	\$120,324.13
August 2024	54	49	5	38	\$121,130.01
September 2024					
October 2024					
November 2024					
December 2024					

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

Board Report September 2024





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ORDER	AMP	Property Name	12/31/2023		1/31/2024		2/29/2024		3/31/2024		4/30/2024		5/31/2024		6/30/2024		7/31/2024	
			Avail	Occ	Avail	Occ	Avail	Occ	Avail	Occ	Avail	Occ	Avail	Occ	Avail	Occ	Avail	Occ
1	AMP 1	Monroe Circle	92	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	AMP 1	Laurel Court	42	23	42	24	42	25	42	25	42	26	42	26	42	28	42	28
3	AMP 1	Harbor Homes	54	33	54	34	54	34	54	34	54	35	54	35	52	35	54	36
4	AMP 2	Plaza Apartments / Rabbi Shulman / 628 Building	127	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5	AMP 2	Westcott Apartments / 501 Building	127	64	127	63	127	64	127	64	127	64	127	64	127	64	127	66
6	AMP 2	Quads	52	47	52	46	52	45	52	45	52	47	52	47	52	47	52	47
7	AMP 3	South Bend Avenue	20	16	20	15	20	17	20	17	20	17	20	17	20	17	20	17
8	AMP 3	Edison Gardens	19	18	20	18	20	18	19	18	20	19	20	19	20	18	20	18
9	AMP 3	Twyckenham	18	13	18	14	18	15	18	15	18	15	18	15	18	15	18	15
10	AMP 3	Scattered Sites (15-09)	47	31	47	30	47	31	47	31	47	34	47	34	47	34	47	34
11	AMP 3	Scattered Sites (15-10)	66	39	66	40	66	43	66	43	66	46	66	46	66	45	66	45
12	AMP 4	Lasalle Landing	24	18	24	19	24	21	24	21	24	21	24	21	24	21	24	21
13	AMP 4	Scattered Sites (IN15-12)	44	24	44	24	44	24	44	24	44	28	44	28	44	27	44	28
14	AMP 4	Scattered Sites (IN15-17)	55	30	55	29	55	29	55	29	55	32	55	32	55	36	55	33
15	AMP 4	Scattered Sites (IN15-18)	31	14	31	12	31	12	31	12	31	30	31	30	31	31	31	12
			818	370	600	369	600	378	599	378	600	394	675	415	598	401	675	400

ORDER	AMP	Property Name	12/31/2023		1/31/2024		2/29/2024		3/31/2024		4/30/2024		5/31/2024		6/30/2024		7/31/2024	
			Avail	Occ	Avail	Occ	Avail	Occ	Avail	Occ	Avail	Occ	Avail	Occ	Avail	Occ	Avail	Occ
	AMP 1	188 Amp 1	96	58%	96	60%	96	61%	96	61%	96	64%	96	64%	94	67%		
	AMP 2	306 Amp 2	179	62%	179	61%	179	61%	179	62%	179	62%	254	44%	179	67%		
	AMP 3	170 Amp 3	171	68%	171	69%	171	73%	170	73%	171	77%	171	77%	171	75%		
	AMP 4	154 Amp 4	154	56%	154	55%	154	56%	154	56%	154	59%	154	73%	154	64%		
			600	62%	600	62%	600	63%	599	63%	600	66%	675	61%	598	67%		



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## **Resident Services Board Report Outline**

Diona Jones Resident Services Coordinator

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### **1. Back to School Bash**

- **Event Date:** September 6, 2024
  - **Partnership:** Boys and Girls Club
  - **Details:**
    - Hosted a successful back-to-school event featuring the Maker Space RV Mobile.
    - Hands-on learning opportunities provided to youth.
- 

### **2. Voter Registration Event**

- **Event Date:** September 17, 2024
  - **Details:**
    - Organized a voter registration event.
    - Several residents registered as new voters.
- 

### **3. Partnership with the KROC Center**

- **After-School Program Sponsorship:**
    - Sponsored two students for the KROC Center's after-school program for the entire year.
  - **Silver Sneakers Program for Seniors:**
    - Offering free health and wellness services to senior residents through the Silver Sneakers program.
- 

### **4. Health Fair**

- **Event Date:** Follow-Up
- **Partnership:** Oak St. Health
- **Details:**
  - Hosted a health fair offering health screenings and services.
  - Assisted four residents in receiving diabetic shoes.



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## **AGENCY OPERATIONS**

**August/September 2024**

### ➤ **Recruitment**

- The agency has one (2) open position – Maintenance Technician. Position(s) have been posted externally and internally. Candidate for one (1) position has been identified and offered a position.

### ➤ **Development**

- RFQ for Development of Rhabbi Shulman was released on August 22, 2024. HASB, Community Foundation and the City of South Bend representatives have agreed on the document, with the assistance of CVR. The request includes 30% Project Based Vouchers, 40% Low Income Housing Tax Credits (LITHC), and 30% Market Rate units. The unit mix (unit sizes) are still under review pending responses from responding developers. Total units for families under 60% of AMI will be 145.

Update: September 16, 2024, BID Q & A session was hosted. Questions were compiled and will be responded to in accordance with the BID document. CVR is coordinating the responses.

- Agreement with City of South Bend for the use of the vacant property once occupied by Monroe Circle has been signed by executed.
- Work on the vacant scattered site units has begun and the first set of 20 units have been identified and reviewed by the City of South Bend. HASB will submit a request for a formal approval of the units that have been inspected by the City.

### ➤ **General Business**

- Continuing to search and identify a Resident Commissioner and establish a Resident Council by end the calendar year.

\*\*All other items are covered by the Agency Unit Reports.