

**THE HOUSING AUTHORITY OF THE
CITY OF SOUTH BEND, INDIANA**
REGULAR BOARD MEETING MINUTES
501 Alonzo Watson Drive South Bend In 46601
October22nd 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:

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:

Richard Strong - HASB Tenant

NEW BUSINESS:

a. South bend Heritage Proposal:

b. Compliance Review-October 2024

Vote to Approve September Board Minutes

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

Executive Director Report:

Marsha reported that the agency currently has two open positions for Maintenance Technicians. The positions have been posted both externally and internally. A candidate for one of the positions has been identified and offered the role. Additionally, Princess Thomas will be stepping into a role within the HR department.

Marsha shared an update regarding the RFQ for the Development of Rhabbi Shulman. She stated: **Update:** As of September 16, 2024, a BID Q & A session was hosted. Questions from the session have been compiled and will be addressed as outlined in the BID document. CVR is currently coordinating the responses.

Marsha also mentioned that an agreement with the City of South Bend for the use of the vacant property previously occupied by Monroe Circle has been signed and executed.

Additionally, Marsha shared that work has begun on the vacant scattered site units, with the first set of 20 units identified and reviewed by the City of South Bend. HASB will be submitting a request for formal approval of the units that have been inspected by the City.

Lastly, Marsha noted that the resident commissioners are working on establishing a Resident Council, which is required by law to be made official. She is also overseeing a complete website revamp, expected to be completed by the end of the year.

[The Housing Authority of the City of South Bend October Board of Commissioners Meeting Minutes-October,2024](#)

HOUSING CHOICE VOUCHER PROGRAM (HCVP)

Lori Wallace, Director of the Housing Choice Voucher Program, reported that the HCV program has a budget of \$22 million. As of September 1st, \$7,329,401 has been spent, with expenses currently over budget by \$1.9 million from the previous month. The program is anticipated to remain in shortfall until January 2025.

She also reported a 92% lease rate, with a monthly average of 23,343 units. There are currently 66 port-ins and 24 port-outs, with 19 allotted slots. As of October 2024, the waiting list stands at 725 applicants. Additionally, 138 reexaminations and 65 interim changes have been completed, with 18 tenants moving out.

Additionally, Lori stated that two new inspectors, Nicole and Michael, will be joining Gilson's Quality Control. She also noted that the VASH program has been implemented within our district as of September 2024.

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.

Lori Wallace, Director of the Housing Choice Voucher Program, reported that as of September 2024, the FSS program has 55 participants enrolled. Of these, 50 are Housing Choice Voucher participants, 5 are LIPH program participants, and 38 have escrow accounts.

Lori also announced that there will be a graduation ceremony on November 12, 2024, for tenants completing the program, and all commissioners are invited to attend.

LOW-INCOME PUBLIC HOUSING (LIPH)

Mansel Carter, Director of Public Housing, reported that as of October 2024, the waiting list stands at 282 applicants. Of the 585 units available, 411 are currently occupied, while 148 remain vacant, resulting in an occupancy rate of 70%.

Mansel also noted that the crime rate is declining, thanks to the partnership with the South Bend Police Department.

Mansel is currently collaborating with designers on the South Bend Commons logo. The options have been narrowed down to two final designs, which have been provided to the commissioners for their selection.

[The Housing Authority of the City of South Bend October Board of Commissioners Meeting Minutes-October,2024](#)

Finance

Brian Hueni, CFO, stated that September 2024 marks the end of this fiscal year. He noted that the COCC has nearly met its revenue targets. Additionally, he clarified that HAP funds are not available for discretionary spending.

Brian noted that the COCC fell short of budgeted expectations due to a calculation error in last year's budget, and he is working to resolve these discrepancies.

HAP revenue has an additional \$392,562 for the VASH program. This is currently reflected as net income since there are no expenses for HAP VASH currently.

Resident Services

Diona Jones, Resident Services Coordinator, reported that Halloween celebrations will be hosted at each housing site to engage the community and provide festive activities for residents. Additionally, we have been invited to join a coalition to participate in a Department of Energy funding challenge. The funding phases include Phase 1 at \$50,000, Phase 2 at \$100,000, and Phase 3 at \$125,000. Diona explained that Phase 1 involves forming a coalition that includes labor organizations, government entities, nonprofits, community organizations, and green energy employers.

Diona stated that we are partnering with the City of South Bend's Department of Community Investment and the Homelessness Coordinator to assist with the liquidation of over 1,000 pieces of furniture from the DoubleTree Hotel ahead of their renovation, with the intention of providing this furniture to tenants.

Diona also noted that she is currently partnering with United Way to write 42 mini-grants of \$500 each. These grants are targeted for residents who are seniors or disabled and living in the 46601 ZIP code, providing financial assistance to support resident needs. Additionally, she has submitted a \$25,000 YEDP grant to South Bend Alive, a program designed to offer activities and development opportunities for youth.

Lastly, Diona will be hosting a dedicated day for residents to request mail-in voting ballots, supporting voter accessibility and participation.

Public Comments

Richard Strong:

1. Richard has requested an updated report on the heating systems in the Westcott building. He would also like to understand the reason for the lack of heating.

Mr. Strong was directed to consult with his Property Manager to address the issue with the heat in the building.

Board Comments:

Commissioner Calvin expressed her satisfaction with the grant applications and the NAHRO training provided to the staff.

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

Board Meeting was concluded at