

**THE HOUSING AUTHORITY OF THE  
CITY OF SOUTH BEND, INDIANA**  
**REGULAR BOARD MEETING MINUTES**  
*501 Alonzo Watson Drive South Bend In 46601*  
*November 26<sup>th</sup>, 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:**

Masha 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:**

Sarah Schaefer; City of South Bend

The Housing Authority of the City of South Bend

**Vote to Approve October Board Minutes**

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

**NEW BUSINESS:**

a. RAD Resolution 24-4419

Marsha requested board approval to submit the RAD (Rental Assistance Demonstration) application for consideration by HUD. HUD, recognizing the insufficient capital funding for public housing, established the RAD program to allow public housing units to convert to a Section 8 Project-Based Voucher platform. This program enables housing authorities to take advantage of more stable funding sources.

If approved, the application will be submitted for Westscott Apartments, Laurel Court, and the 501 Building.

**Vote to Approve RAD Resolution 24-4419**

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

**Vote to Approve October Board Minutes**

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

## **Executive Director Report:**

Marsha provided an update on scheduled and completed training programs for the agency:

Scheduled Trainings (as of November 2024):

- Public Housing Occupancy, Eligibility, and Income Calculation – February 2025
- NeighborWorks Development Portfolio – February 2025 (Williams/Parham)
- Ethics – Provided by the Human Relations Commission of South Bend (Date TBD)

Completed Trainings:

- Managing Maintenance Certifications Training – November 2024
- Public Housing Manager (PHM) Certification Training – October 2024
- CV Eligibility, Occupancy, and Income Calculations – November 2024
- Ethics for Management and Specialists (NAHRO) – October and November 2024

Marsha reported that the agency currently has two open positions for Maintenance Technicians. The positions have been posted both externally and internally. Marsha introduced her new Executive Assistant, Alicia Botello, who joined the team on November 25, 2024.

Marsha also announced that Princess Thomas has accepted the position of Human Resource Manager. Princess will be pursuing certification and has attended all NAHRO training sessions to gain a comprehensive understanding of all aspects and departments within the agency.

Princess has been actively working on the 2025 open enrollment process and exploring options to secure a lower deductible and gap plan for the agency. Additionally, the agency will be introducing a Flexible Spending Account (FSA) program for employees.

Marsha reported that the mandatory RAD Repositioning resident meeting was held on Thursday, November 14, 2024, for residents of the 501 Building, Westcott Apartments, and Laurel Court. She is working with CVR Consultants for assistance with the application submission, which is targeted for December 2024.

Marsha expressed her goal to have the RAD application submitted on or before December 31, 2024.

Lastly, Marsha reported that the agency continues to establish partnerships within the South Bend community and is actively preparing for a successful 2025.

## **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 October 1st, \$16,541,550 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 91% lease rate, with a monthly average of 23,343 units. There are currently 69 port-ins and 24 port-outs, with 19 allotted slots. As of November 2024, the waiting list stands at 741 applicants. Additionally, 159 reexaminations and 133 interim changes have been completed, with 16 tenants moving out.

Lori also reported that all the Housing Choice Voucher Specialists have successfully completed the HCV training and are now certified. Lori also announced that the agency has been certified as a High Performer this year, marking seven consecutive years of this achievement. She expressed her pride in her team for their dedication and hard work.

Lori reported that although the per-unit cost remains high, this is a nationwide trend. The agency has successfully filled 89 out of 90 VASH vouchers. Currently, no new vouchers are being issued except for participants porting in from other districts due to being in a financial shortfall. Additionally, fifteen participants have exited the program during this period.

Lori shared that she recently completed the Q3 2024 review, which revealed that over 30.5% of total units are now on a bi-annual inspection rotation. This means these units have passed their last two annual inspections with zero citations. Five QC inspections have also been completed.

Lastly, Lori announced a new partnership with the Elevate Crew, a group of local South Bend investors who branched off from the Indiana Real Estate Association Group. This organization focuses on being the best housing choice providers, requiring membership fees and ongoing education for landlords.

Marsha added that she had the opportunity to meet with members of this group, including several landlords, further strengthening the partnership.

## **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 reported that as of November 2024, the FSS program has 57 participants enrolled. Of these, 51 are Housing Choice Voucher participants, 6 are LIPH program participants, and 38 have escrow accounts. Lori concluded by expressing her gratitude to everyone who attended the graduation ceremony for the FSS participants.

## **LOW-INCOME PUBLIC HOUSING (LIPH)**

Mansel Carter, Director of Public Housing, reported that as of November 2024, the waiting list stands at 226 applicants. Of the 585 units available, 411 are currently occupied, while 174 remain vacant, resulting in an occupancy rate of 70%.

Mansel reported that he is working closely with the field office to address issues with the agency's inventory. He expressed hope that this matter will be resolved by the end of 2024. Mansel noted that the records have been in this state for at least four years.

Additionally, Mansel discovered that 200 of the agency's units qualify for the MOD program.

Mansel strongly expressed his belief that the state of Public Housing is improving. He also reported that the agency has brought in new furnaces for the 501 building to enhance the living conditions for residents.

Mansel provided the crime report for AMPs 1-4, noting that the number of calls to the South Bend Police Department has declined. He also reported that individuals stealing pipes from the Rabbi Shulman building have been identified. While the police were called, the suspects were only issued trespassing citations and released. This marks the third incident involving the same individuals.

Marsha added that she plans to meet with the Chief of Police to address this issue, as she is deeply concerned about safety and does not want to find anyone harmed in the building. She also mentioned that the agency has video footage of the suspects, which raises questions about the decision not to press charges.

### **Finance**

Brian Hueni, CFO, reported that the agency is one month into the fiscal year, and the monthly rent collected in October is higher than anticipated. He noted that this is a positive sign, with rent collections coming in slightly higher compared to the same period last year.

Brian Hueni, CFO, also noted that expenses have been varied across the board. He highlighted the challenges with HAP payments, particularly the gap between what was available at the start of November and what was needed.

Brian was pleased to announce that the agency received notification from HUD of a funding award totaling \$30,068 for operations. He mentioned that this amount is comparable to the funding received two years ago, and how it will be utilized will be determined by the operations team.

## **Resident Services**

Diona reported that the agency partnered with the Indiana Parenting Institute to provide an opportunity for 35 students to attend the Notre Dame Girls Basketball game opener. The event was designed to promote community engagement and create a memorable experience for the youth.

Diona also reported that the agency is partnering with the City of South Bend Workforce Development Coordinator to equip residents with valuable skills for careers in logistics. The initiative includes Certified Logistics Technician (CLT) Training and Certification, scheduled for December 9-13 and December 16-20, aiming to prepare participants for successful careers in the logistics field.

Diona also noted that the agency is planning the launch of Certified Nursing Assistant (CNA) certification courses.

Additionally, the agency is working on developing CDL-A (Commercial Driver's License) training programs to expand career opportunities for residents.

Diona stated that the agency coordinated the pickup of 30 turkeys to be distributed to 30 residents in need during the Thanksgiving holiday season.

This initiative, generously supported by Magistrate Andre Gammage and Friends, aims to assist families and promote community well-being.

Lastly, Diona reported to the board about a new partnership with Humana to host bi-weekly health meetings for residents at the 501 Building and The Quads. These meetings aim to promote health awareness and provide residents with valuable information and resources.

The program includes engaging activities, such as bingo, to encourage participation and foster social interaction. This initiative is designed to support residents' health and well-being while creating a sense of community.

## **Public Comments**

**There are no public comments currently.**

