

MINUTES OF THE REGULAR
MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY
OF MICHIGAN CITY, INDIANA, HELD ON
THURSDAY, APRIL 22, 2021

The Commissioners of the Housing Authority of the City of Michigan City, Indiana held a regular board meeting on Thursday, April 22, 2021 at 3:00 p.m. The meeting began at 3:00 p.m. and was held at the Michigan City Housing Authority, 621 East Michigan Boulevard, Michigan City, Indiana 46360 via Zoom. Attendees at this meeting included Chairperson Milton Malone, Vice Chairperson Lester Norvell, Commissioner Carla Mock, Commissioner Doretha Sanders-Malone, Commissioner Willie Lee, Commissioner Kenneth Fly, and Jeff Deutch (pending official notification). Board Attorney Nelson Pichardo attended this meeting. Public attendees included City of Michigan City Mayor Duane Perry and ALCO-TV Representative Andre Steele. Housing Authority employees included Executive Director Sharon Hutton, Finance Technical Assistant Chris Vincent, Finance Manager Philana Dungey, Housing Choice Voucher (HCV) Housing Manager Kathy Howell, Property Manager Curtis Lewis, Payroll/Payables Rochelle Allison, Inventory Clerk Belinda Corleyturnipseed-Lee, and Office Clerk Blanche Meriweather.

CALL TO ORDER:

Pledge Allegiance

Silent Meditation

OLD BUSINESS:

Minutes: February 11, 2021 and March 18, 2021

Chairperson Malone called for the approval of the February 11, 2021 special board meeting minutes and the March 18, 2021 regular board meeting minutes. Commissioner Lee motioned to approve the minutes as corrected and presented to the Board. Vice Chairperson Norvell seconded the motion.

CARRIED

Personnel

Chairperson Malone called for discussion of personnel. Executive Director Hutton introduced Philana Dungey as the Michigan City Housing Authority Finance Manager. She said that Finance Manager Dungey started working at the Housing Authority on April 5, 2021.

Chairperson Malone informed the Board that Finance Manager Dungey has a wealth of knowledge and experience in the area of finance and is certified in the area of the housing choice voucher program. He said that Finance Manager Dungey has managed 600 Section 8 voucher certificates, and that the Michigan City Housing Authority has approximately 371 Section 8 voucher certificates. Finance Manager Dungey has a degree in accounting along with knowledge in working with a large housing authority according to Chairperson Malone.

Executive Director Hutton informed the Board of her recommendation to hire Mr. Cory Thomas for maintenance position at this time. She said that there were other applicants who turned down the position. She said that Mr. Thomas is a resident of Michigan City and began work this month (April 2021) and is doing quite well. With no further discussion Commissioner Lee motioned to approve the official hire of Mr. Cory Thomas as a maintenance worker for the Michigan City Housing Authority. Commissioner Mock seconded the motion.

CARRIED

NEW BUSINESS:

Board Approvals and Informational Updates

- Update for Shortfall and Action Plan

Executive Director Hutton said that in reference to the Shortfall and Action Plan information, the Housing Authority Board of Commissioners completed training criteria on March 25, 2021. She said that she has to enroll and submit every commissioner who completed training to the United States Department of Housing and Urban Development (HUD). Chairperson Malone said that the training was part of compliance of the action plan with the HUD office.

- Director's Report

Executive Director Hutton informed the Board that the Housing Authority has published four public notices in the newspaper with the first notice involving five-year capital fund budget plan for years 2017-2021, 2018-2022, 2019-2023, 2020-2024, and 2021-2025 on March 19, 2021, and is waiting for any writing of public comments due by 3:00 p.m. on April 30, 2021. The public hearing will be held on May 3, 2021 at 3:00 p.m. at the Housing Authority according to Executive Director Hutton.

Executive Director Hutton said that the second notice involves request for quotes for tree removal at Lakeland Estates with open bids Friday, April 23, 2021 at 9:00 a.m. She said that the third notice involves request for quotes for roof replacement at Lakeland Estates which begin April 7, 2021 and end on May 4, 2021, with the opening of bid packet(s) on May 5, 2021 at 10:00 a.m. The last notice involves a vacancy reduction for Michigan City Housing Authority with 8 units contracting out to contractors in order to lessen number of vacant units with request for quotes beginning on April 20, 2021 and ending on May 5, 2021 and the opening of bids on May 6, 2021.

Executive Director Hutton informed the Board that she had spoken with HUD on how to improve the Housing Choice Voucher program, and there will be different strategies to present to the Board in order to acquire more participants on the program.

Chairperson Malone asked how many participants are on the program. In reply, Executive Director Hutton said that there are 293 Section 8 participants and 31 vouchers are open.

- MCHA's Attorney Report

Chairperson Malone called for discussion of the Attorney Report. Attorney Pichardo informed the Board that the website for the Michigan City Housing Authority has been updated with the appropriate names along with the staff directory. He said that the agenda and minutes will also be updated on the website.

Attorney Pichardo said that CDC eviction moratorium during the pandemic has been extended to June 30, 2021. Executive Director Hutton informed the Board that the State of Indiana has a rental assistance program. She said that if a resident makes an appointment to arrive at the Housing Authority office, she will help them receive the assistance needed to for rent payment.

Attorney Pichardo said that the eviction moratorium does not relieve residents' obligations to pay rent, and that residents must continue to comply with rental obligations in compliance with the lease.

Attorney Pichardo said that although ALCO-TV is present, the public access council still has not made it mandatory to meet in public. He said that the Housing Authority will continue to make meetings accessible to the public.

In reference to the eviction moratorium Chairperson Malone asked if there is anyone available besides Executive Director Hutton to help the residents fill out paperwork. Executive Director Hutton stated that she will have a meeting on Tuesday, April 27, 2021, regarding the rental assistance in Indianapolis, and will designate another staff employee to assist the residents. Chairperson Malone suggested working on Saturdays to assist the residents with paperwork. In response, Executive Director Hutton said that Saturdays would not be an option but that she is willing to assist the residents after hours, Monday-Friday.

When asked if the Housing Authority has a list of tenants to reach out via email, phone or flyers, Executive Director Hutton said that she is reaching out to tenants via flyers and can put rent information at the bottom of tenants' rent statements beginning May 1, 2021. At that time Attorney Pichardo made the public aware that questions and comments are to be addressed during public comments.

Other Business

Public Comment (3-minute limit)

ADJOURNMENT:

Chairperson Malone called for adjournment of the regular Board meeting. Vice Chairperson Norvell motioned to adjourn the meeting. Commissioner Lee seconded the motion. The meeting adjourned at approximately 3:25 p.m.


Milton Malone, MCHA Chairperson


Sharon Hutton, MCHA Executive Director

ATTEST: