

MINUTES OF THE REGULAR
MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY
OF MICHIGAN CITY, INDIANA, HELD ON
THURSDAY, MARCH 18, 2021

The Commissioners of the Housing Authority of the City of Michigan City, Indiana held a regular board meeting on Thursday, March 18, 2021 at 4:00 p.m. The meeting began at 4:00 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 Commissioner Christine Vanderborg. Attorney Nelson Pichardo attended this meeting. Public attendees included Michigan City Housing Authority Liaison (City Council – 3rd Ward) Michael Mack. Housing Authority employees included Executive Director Sharon Hutton, Finance Technical Assistant Chris Vincent, Section 8 Choice Voucher Housing Manager Kathy Howell, Public Housing, Scattered Sites, and Homeownership Housing Manager Curtis Lewis, Accounts Receivables Rochelle Allison, Maintenance Clerk Belinda Corleyturnipseed, and Administrator Blanche Meriweather.

CALL TO ORDER:

Pledge Allegiance

Silent Meditation

OLD BUSINESS:

Minutes: January 25, 2021 and February 11, 2021

Chairperson Malone called for the approval of the January 25, 2021 and declined the approval of the February 11, 2021 due to corrections. Vice Chairperson Norvell motioned to approve the January 25, 2021 minutes as presented to the Board. Commissioner Lee seconded the motion.

CARRIED

Personnel

Chairperson Malone called for discussion of personnel. Executive Director Hutton informed the Board that the Housing Authority has hired Philana Dungey as a finance manager who will start on April 5, 2021. Chairperson Malone asked if the hiring of the finance manager is in compliant with the HUD agreement on the action plan. Executive Director Hutton answered in affirmative.

Chairperson Malone stated that HUD requires that the Michigan City Housing Authority hire a finance manager as part of the corrective action plan between HUD and the Michigan City Housing Authority for compliance purposes. Attorney Pichardo suggested receiving a recommendation from the personnel committee before the Board.

Upon the recommendation of the Personnel Committee Chairperson Malone asked for a motion to hire Philana Dungey as the new Finance Manager of the Michigan City Housing Authority. Commissioner Mock motioned approval to hire Philana Dungey as the new Finance Manager as recommended by the Personnel Committee and Executive Director Hutton. Commissioner Sanders Malone seconded the motion.

CARRIED

NEW BUSINESS:

Board Approvals and Informational Updates

- Resolution 2021-04 Utility Allowances for Fiscal Year 2021-HCV Voucher Program and Public Housing

Chairperson Malone called for approval of Resolution 2021-04 Utility Allowances for public housing and Section 8 Housing Vouchers. Executive Director Hutton explained to the Board that the aforementioned resolution regarding utility allowances is based upon LaPorte County area for single and multi-family units approved by IHCA standards in Indianapolis. Commissioner Lee motioned to approve Resolution 2021-04 Utility Allowances for Fiscal Year 2021-HCV Voucher Program and Public Housing as presented to the Board. Vice Chairperson Norvell seconded the motion.

RESOLUTION NUMBER 2021-04

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA TO APPROVE FISCAL YEAR 2021 ALLOWANCES FOR TENANT-FURNISHED UTILITIES AND OTHER SERVICES FOR SINGLE-FAMILY AND MULTI-FAMILY UNITS FOR PUBLIC HOUSING AND THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAMS.

AYES

Milton Malone
Lester Norvell
Carla Mock
Doretha Sanders Malone
Kenneth Fly
Willie Lee
Christine Vanderborg

NAYS

CARRIED

- Director's Report

Chairperson Malone called for discussion of the Director's Report. Executive Director Hutton informed the Board that rent statements were sent out to all residents and that the rent statements will be sent out every month. She said that there are large balances and incorrect balances and corrections will be made as residents respond to the rent statements. She said that she has been meeting with residents and working with them making corrections to their accounts.

Executive Director Hutton said that there is a public notice that will be released on Friday, March 19, 2021. The public notice provides information regarding the Housing Authority's capital fund budget including all budgets from years 2017-2020, and according to Executive Director Hutton, the Housing Authority will hold a public meeting to inform the public on how the capital funding will be allocated.

Executive Director Hutton informed the Board about roof damage from the excessive snow, and that the roofs have been procured and will be fixed beginning this Tuesday by AMG Construction. She said this company is on the Michigan City contractor's list. Roofs will be repaired at the following locations to include units 320 and 322 on Karwick Road, units 232, 234, 252, and 254 on Merrihill Drive according to Executive Director Hutton. She said that as a result of excessive snow, the roof, siding, fascia, soffit, and wood were damaged. An additional roof was damaged at 2004 Redwood Drive, and according to Executive Director Hutton, the entire roof was repaired.

On March 10, 2021 and March 17, 2021 Executive Director Hutton stated that the Housing Authority held COVID-19 vaccinations for residents and employees. She said that the shot was a one-shot vaccine by Johnson and Johnson in connection with Health Linc and the Minority Health Coalition in collaboration with the Michigan City Area Schools. WorkOne was also present at the Housing Authority on March 17, 2021 according to Executive Director Hutton.

Executive Director Hutton informed the Housing Authority that she is working on decreasing vacant units in compliance with HUD standards. She said that she would discuss the vacant units with the Board due to excess cost to refurbish these units.

Commissioner Lee inquired about the hire of maintenance technician personnel. In reply, Executive Director Hutton said that the Housing Authority has not hired a maintenance technician. She said that the maintenance position has been posted in the newspaper with some response, but personnel committee will meet with maintenance applicants, and that there are at least seven applicants.

- Finance Report

Chairperson Malone called for discussion of the finance report. Finance Technical Assistant Vincent informed the Board that the fee accountant emailed December 2020 finance statement before this meeting. He said Executive Director Hutton and himself spoke with fee accountant Lindsey to inquiry about the delayed submission of finance statements. He said that hopefully

by next month the Housing Authority will be up to date with the finance statements available to the Board prior to the meeting.

Finance Technical Assistant Vincent said that for the month of October 2020 a total revenue for the Housing Authority was \$143,582.00. He said that for the month of October 2020 \$110,000.00 was drawn down for operating subsidy, and that the budget numbers are not available at this time.

Finance Technical Assistant Vincent said that for the month of November 2020 total revenue was \$54,681.00 of which \$35,000.00 was rental. He said that in reference to Capital Funds, such funds will be allocated and procured. Board members are encouraged to attend the public hearing on May 3, 2021 for the agency's five-year plan for capital fund expenses according to Finance Technical Assistant Vincent.

Finance Technical Assistant Vincent stated that he is working with Accounts Receivable Allison in regards to outstanding checks dated far back as June 2020, and that he is working with the bank and finance department.

Commissioner Sanders Malone asked if the Housing Authority sends out first and final request notices to residents that are delinquent. Executive Director Hutton said that the Housing Authority is not sending out delinquent notices at this time due to huge balances. She said that there are agencies to assist the residents who are behind in their rent payments.

Chairperson Malone said that the Asset Committee has talked about hiring a different fee accountant in order to receive finance records as they should be received. He said that he mentioned last year that finance records should not be that far behind and asked if Finance Technical Assistant Vincent agreed with him. He answered in affirmative and said that such delayed submission of finance statements is unacceptable by a fee accountant resulting in incorrect finance statements.

- MCHA's Attorney Report

Chairperson Malone called for discussion of the Attorney Report. Attorney Pichardo informed the Board that other agencies are having meetings on a hybrid basis whereby meetings are conducted via Zoom and open to some public following CDC guidelines of wearing masks and social distancing. He said that because there are no new orders from the public access counsel, the Michigan City Housing Authority is still fine to meet however the Board decides.

Attorney Pichardo informed the Board that there are still eviction protections and that CDC has eviction protections that were extended to December 2021. He said that HUD has information regarding eviction protections and that he will meet with Executive Director Hutton to determine how to proceed with evictions. He said that the Housing Authority needs a plan moving forward on how to proceed. Attorney Pichardo informed the Board if anyone has any questions he can be contacted via phone or via email.

Commissioner Mock inquired about the Housing Authority employees and the vaccination process. Attorney Pichardo said that he was not aware of any mandatory requirement on employees being vaccinated.

Other Business

Public Comment (3-minute limit)

Chairperson Malone called for any public comments and introduced Michael Mack (City Council – 3rd Ward) as the Michigan City Housing Authority Liaison. Due to technical difficulties via Zoom, Housing Authority Liaison Michael Mack was unable to speak to the Board at that time.

Chairperson Malone stated that in order to be compliant with the plan from HUD, the Board has one or two more sessions remaining. Over the last year or eight or nine months the Board has discovered many things some good some not so good, and according to Chairperson Malone, the Board is moving in the right direction by following HUD guidelines. He said that because the Housing Authority is deemed a troubled agency, the Housing Authority is taking its directions from HUD. He said hopefully the Housing Authority can move forward and come up with some innovative ideas as to make the City of Michigan City a better place for those living in public housing.

At that time Commissioner Fly stated that Michigan City Housing Authority Liaison Michael Mack has texted him stating that he has bad reception service in the area and he is sorry that he is “breaking up.” Chairperson Malone asked Commissioner Fly to inform Michigan City Housing Authority Liaison Michael Mack that he would contact him to schedule a meeting with him.

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 4:40 p.m.

Milton Malone, MCHA Chairperson

Sharon Hutton, MCHA Executive Director

ATTEST: