

MINUTES OF THE ANNUAL  
MEETING OF THE BOARD OF COMMISSIONERS  
OF THE HOUSING AUTHORITY OF THE CITY  
OF MICHIGAN CITY, INDIANA, HELD ON  
MONDAY, JULY 21, 2008

The Commissioners of the Housing Authority of the City of Michigan City, Indiana held an annual meeting on Monday, July 21, 2008 at 4:30 p.m. The meeting was held at the Galveston Steakhouse, 10 Commerce Square, Michigan City, Indiana 46360. Chairperson Carla Mock called the annual meeting to order at approximately 4:40 p.m. Commissioners who attended the meeting included Vice Chairperson Ronald Strauss, Commissioner Eric Overcash, Commissioner Yolanda Thomas-Davis, Commissioner Eddie Wilson, Commissioner Bill Fine, and Michelle Bazin-Johnson Attorney for Housing Authority and its Board of Commissioners. Commissioner Hazel Thomas did not attend the meeting. Public attendees included Andre Steele from ALCO-TV. Housing Authority personnel, who attended the Board meeting, included Executive Director Lenda Wilson, Financial Assistant Norma Thomas, and Executive Secretary Robin Fly.

APPROVAL OF MINUTES:

June 16, 2008

Chairperson Mock called for approval of the Regular Board meeting minutes and resolutions dated Monday, June 16, 2008. Commissioner Overcash motioned approval of minutes and resolutions as presented to the Board, and Commissioner Wilson seconded the motion.

CARRIED

June 25, 2008

Chairperson Mock called for approval of the Special Board meeting minutes and resolutions dated Wednesday, June 25 2008. Vice Chairperson Strauss motioned approval of the special meeting minutes and resolutions as presented to the Board; Commissioner Fine seconded the motion.

CARRIED

APPROVAL OF MANAGEMENT REPORTS:

Chairperson Mock called for approval of the management reports as presented to the Board. In regards to the Boulevard Gardens and Lakeland Estates Reports, Chairperson Mock commended the Housing Authority for having two residents start testing for the GED. Commissioner Davis asked if Housing Manager Joyce Gaston counsels residents who have housekeeping problems. Chairperson Mock responded in affirmative and said that Housing Manager Joyce Gaston said that transferring her office at Lakeland Estates

two days out of a week has “made a difference.” Commissioner Davis asked if a problem exists on the incident report in regards to burglary and theft. Executive Director Wilson said that such incidents involve residents’ guests.

Vice Chairperson Strauss questioned the status of the Summer Program at Lakeland Estates; in response, Executive Director Wilson said that program is going “very well” and that music and tutoring exists in the morning with afternoons consisting of soccer, basketball or baseball. With no further discussion on the management reports, Commissioner Eric Overcash motioned approval of said reports as presented before the Board; Vice Chairperson Strauss seconded the motion.

CARRIED

#### NEW BUSINESS:

#### Fiscal Year 2009 Operating Budgets

Chairperson Mock called for the approval of the fiscal year 2009 operating budgets. In reference to the Michigan City Housing Authority Executive Summary: FY 2009 Operating Budget handout, Executive Director Wilson informed the Board that the handout is a summary of the operating budget. She said that the draft budget has been estimated on an inflation factor for LaPorte County of 1.019%. The Calculation of Operating Subsidy depends on the amount of units that are leased up for the entire month and according to Executive Director Wilson, the Housing Authority’s last year operating subsidy amount was \$571,993. In regards to utilities Executive Director Wilson stated that projection of utilities is important because if the Housing Authority falls short of its estimated budget, no additional funding is provided by HUD and if the Housing Authority over estimates, that additional funding is appropriated back to HUD.

In reference to budget calculation the Housing Authority is working with 177 actual leased units according to Executive Director Wilson resulting with a requested operating subsidy amount from HUD of \$570,608 for fiscal year 2009 if funded at 100%. She said that HUD is now only approving 82%. Commissioner Overcash asked if the Housing Authority could operate effectively on 82% of its budget. In reply, Executive Director Wilson said “not really”; she stated that the Housing Authority has to think of new avenues of funding such as grants, while maintaining leased-up units.

Executive Director Wilson explained to the Board that the Policy and Personnel Committee met and proposed a 2% salary increase approved on June 16, 2008 and reinstated the longevity pay for fiscal year 2009. She said that the same committee would meet with Teamsters Union members to discuss negotiations the last week in July 2009. In regards to expenses Executive Director Wilson informed the Board that the Housing Authority is attempting to keep expenditures at prior’s year budget and that the level of rental income from transfer of units, management fees reduction, and inclusion of 3 employees on the low rent budget have influenced the budget outcome. Commissioner Overcash asked when the Housing Authority would receive rental income funds from transfer of previously-owned Michigan City Housing Development, Inc. (MCHDI) units.

In response, Executive Director Wilson said that the transfer of rental income from MCHDI to Housing Authority is pending.

In regards to the transfer of units from MCHDI and to Michigan City Housing Authority, Commissioner Overcash inquired as to who would fund the utility expenses derived from the unit previously owned by MCHDI. Executive Director Wilson said the Housing Authority would assume those expenses.

In regards to a table in the Executive Summary Executive Director Wilson stated that rental income budget estimates for fiscal year (“FY”) 2008 (\$514,075) in comparison with FY 2009 (\$487,397) decreased while expenses for FY 2008 (\$1,134,543) in comparison with FY 2009 (\$1,284,750) increased due to 3 additional employees now on low rent pay roll. Subsidy estimates for FY 2008 (\$538,137) in comparison with FY 2009 (\$570,608) increased because of an anticipated increase in utility costs, and according to Executive Director Wilson, actual dollar amounts would not be revealed until September 30, 2008.

In reference to the turnkey budget, Executive Director Wilson stated that 15% of the total budget is allocated toward turnkey and subsidy money compensates the difference between unit-generated income and expenses. With no further discussion Commissioner Wilson motion approval of fiscal year 2009 operating budgets; Vice Chairperson Strauss seconded the motion.

After discussion, Chairperson Carla Mock introduced the following resolution:

RESOLUTION NUMBER 2008-33

RESOLUTION OF THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA TO APPROVE OPERATING BUDGETS (LOW RENT AND HOMEOWNERSHIP) FOR FISCAL YEAR 2009 (OCTOBER 1, 2008 THROUGH SEPTEMBER 30, 2009).

The resolution was moved by Commissioner Eddie Wilson and seconded by Vice Chairperson Ronald Strauss.

AYES

Carla Mock  
 Ronald Strauss  
 Eric Overcash  
 Yolanda Thomas-Davis  
 Eddie Wilson  
 William Fine

NAYS

Commissioner Hazel Thomas did not attend the Board meeting.

CARRIED

## 2008 National NAHRO Conference

Chairperson Mock called for approval of 2008 National NAHRO Conference from October 26-28, 2008 in San Antonio, Texas. Executive Director Wilson informed the Board that the Housing Authority budget allots for 1 Commissioner and 1 staff employee to attend the conference. With no further questions, Commissioner Overcash motioned approval to allow 1 Commissioner and 1 staff employee to attend the conference, and if none of the commissioners chooses not to go, 2 staff employees would attend the conference. Vice Chairperson Strauss seconded the motion.

CARRIED

## Fiscal Year 2009 Utility Allowance

Chairperson Mock called for approval of the fiscal year 2009 utility allowance. Executive Director Wilson informed the Board that she obtained the said utility allowance from HUD website for the County of LaPorte, and said that two utility allowance charts exists for single-family units and multi-family units. With no other questions, Vice Chairperson Strauss motioned approval of the United States Department of Housing and Urban Development (HUD-52667 forms) Allowances for Tenant-Furnished Utilities and Other Services for single-family unit and multi-family unit for fiscal year 2009; Commissioner Overcash seconded the motion.

After discussion, Chairperson Carla Mock introduced the following resolution:

### RESOLUTION NUMBER 2008-34

RESOLUTION OF THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA TO APPROVE THE ALLOWANCES FOR TENANT-FURNISHED UTILITIES AND OTHER SERVICES FOR SINGLE-FAMILY AND MULTI-FAMILY UNITS FOR THE COUNTY OF LAPORTE AS INITIATED BY THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) FOR FISCAL YEAR 2009 (October 1, 2008 – September 30, 2009).

The resolution was moved by Vice Chairperson Ronald Strauss and seconded by Commissioner Eric Overcash.

#### AYES

Carla Mock  
 Ronald Strauss  
 Eric Overcash  
 Yolanda Thomas-Davis  
 Eddie Wilson  
 William Fine

#### NAYS

Commissioner Hazel Thomas did not attend the Board meeting.

CARRIED

## Approval of Bills

## Election of Officers

Having relinquished the chairperson position, Chairperson Mock called for election of officers and assigned the announcement of election of officers to Secretary Wilson who declared the office of Chairperson and Vice Chairperson vacant allowing Nominating Committee to nominate commissioners for said vacant positions. Commissioner Overcash, President of the Nominating Committee, informed the Board that the committee having met approximately two weeks from this meeting date, did not come to a consensus to recommend a slate of officers to the Board and decided to proceed this year with past year's method of nominating election of officers. He also recommended that on the first meeting following the annual meeting under New Business the agenda should have the business item of nominating committee. He said an inquiry would consist of the benefit and reason for having a nominating committee, and if committee would exist when would the time line begin.

In reference to election of officers beginning with Chairperson position, Commissioner Overcash nominated Commissioner Mock for office of Chairperson; Commissioner Strauss nominated himself, Ronald Strauss, for office of Chairperson. Secretary Wilson asked for Board of Commissioners to vote by the show of hands. Commissioner Wilson, Commissioner Davis, Commissioner Overcash, and Commissioner Fine voted for Commissioner Carla Mock as Chairperson. Commissioner Strauss voted by a show of hand for himself as Chairperson. Election results indicated Carla Mock as Chairperson for fiscal year 2008-2009 according to Secretary Wilson.

In regards to election of Vice Chairperson position, Commissioner Davis nominated Commissioner Strauss for Vice Chairperson and Chairperson Mock nominated Commissioner Overcash for Vice Chairperson. Secretary Wilson asked for Board of Commissioners to vote by the show of hands. Commissioner Davis, Commissioner Wilson, Commissioner Fine and Commissioner Strauss voted for Commissioner Ronald Strauss as Vice Chairperson. Commissioner Overcash and Chairperson Mock voted for Commissioner Eric Overcash as Vice Chairperson. Election results indicated Ronald Strauss as the Vice Chairperson for fiscal year 2008-2009 according to Secretary Wilson who then relinquished the floor to re-appointed Chairperson Mock.

## For Your Information

## Public Comment

## Adjournment

Chairperson Mock called for discussion of additional business; with no further business to come before the Board, Chairperson Mock adjourned the Board meeting at approximately 5:10 p.m.

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Carla Mock, MCHA Chairperson

ATTEST:

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Lenda Wilson, MCHA Executive Director

RESOLUTION NUMBER 2008-33

RESOLUTION OF THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA TO APPROVE OPERATING BUDGETS (LOW RENT AND HOMEOWNERSHIP) FOR FISCAL YEAR 2009 (OCTOBER 1, 2008 THROUGH SEPTEMBER 30, 2009).

WHEREAS, the Operating Budget for LOW RENT AND HOMEOWNERSHIP Programs Fiscal Year 2009 have been reviewed and approved for submission.

BE IT RESOLVED by the Commissioners of the Housing Authority of the City of Michigan City, Indiana that:

1. Proposed expenditures are necessary in the efficient and economical operation of housing for the purpose of servicing low-income families.
2. All proposed changes and expenditures would be consistent with provisions of law and the Annual Contributions Contract.
3. Operating Budget HUD-52564 and all attached appropriate budget forms have been reviewed by the Board of Commissioners.
4. The financial plan is reasonable in that:
  - a. It indicates a source of funding adequate to cover all proposed expenditures.
  - b. The Authority expenses level for the Rental Program is within the limit as prescribed in the Performance Funding System.
  - c. It does not provide for Federal Funding in excess of that payable under the Performance Funding System.
5. The Executive Director is hereby authorized and directed to submit said Performance Funding System documents with the Fiscal Year 2009 Operating Budget for Projects 19-1, 2, 3, 4, 5 and 8 in order that the budget be approved by the HUD Area Office.
6. The Executive Director and the Chairman are hereby authorized to submit budgets as required.

Adopted this 21<sup>st</sup> day of July 2008.

Resolution moved by: Commissioner Eddie Wilson

Resolution seconded by: Vice Chairperson Ronald Strauss

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Carla Mock, Chairperson

Seal

RESOLUTION NUMBER 2008-34

RESOLUTION OF THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA TO APPROVE THE ALLOWANCE FOR TENANT-FURNISHED UTILITIES AND OTHER SERVICES FOR SINGLE-FAMILY AND MULTI-FAMILY UNITS FOR THE COUNTY OF LAPORTE AS INITIATED BY THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) FOR FISCAL YEAR 2009 (October 1, 2008 – September 30, 2009).

WHEREAS, the attached allowances for tenant-furnished utilities and other services is incorporated with the rent calculation, and

WHEREAS, the said allowance allocations modify in accordance to the changing rental market on an annual basis for fiscal year 2009, and

WHEREAS, HUD formulates calculations in accordance to the counties' cost-of-living expenditure.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Michigan City, Indiana approved fiscal year 2009 Allowances for Tenant-Furnished Utilities and other Services for the County of LaPorte for single-family unit type and multi-family unit type according to HUD calculations.

Adopted this 21<sup>st</sup> day of July 2008.

Resolution moved by: Vice Chairperson Ronald Strauss

Resolution seconded by: Commissioner Eric Overcash

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Carla Mock, Chairperson

ATTEST: