

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 22, 2013

The Commissioners of the Housing Authority of the City of Michigan City, Indiana held an annual meeting on Monday, July 22, 2013 at 4:30 p.m. The meeting was held at the Michigan City Housing Authority, 621 East Michigan Boulevard, Michigan City, Indiana 46360. Chairperson Mock called the annual meeting to order at approximately 4:45 p.m. Commissioners who attended the meeting included Vice Chairperson Eddie Wilson, Commissioner William Fine, Commissioner Yolanda Thomas-Davis, and Commissioner Colleen Babb. Commissioner Ronald Strauss and Commissioner Hazel Thomas did not attend this Board meeting. Housing Authority Attorney Michelle Bazin-Johnson did not attend this meeting. ALCO representative Kevin Harmon attended the meeting. Housing Authority personnel who attended the Board meeting included Executive Director Lenda Wilson and Executive Secretary Robin Fly.

**APPROVAL OF MINUTES:
June 17, 2013**

Chairperson Mock called for approval of minutes dated June 17, 2013. Vice Chairperson Wilson motioned approval of minutes as presented to the Board. Commissioner Davis seconded the motion.

CARRIED

APPROVAL OF MANAGEMENT REPORTS:

Chairperson Mock called for approval of the management reports as presented to the Board. Commissioner Davis commented on the progress of no incidents during the summer month ending June 2013. Chairperson Mock asked about the broken fence at Lakeland Estates. Executive Director Wilson stated that she does not know who damaged the fence. With no further questions, Commissioner Fine motioned approval of the management reports as presented to the Board. Commissioner Babb seconded the motion.

CARRIED

COMMITTEE REPORTS:

OLD BUSINESS:

**NEW BUSINESS:
Write Offs**

Chairperson Mock called for approval of write offs. Executive Director Wilson informed the Board that annually the Housing Authority presents a write off list for uncollected delinquent accounts for Board approval. She said that only one write-off exists and that the Housing Authority attempts to collect monies whenever possible. When monies are not collected, the Housing Authority is required to write those monies off to avoid reduction of funding according to Executive Director Wilson. With no further discussion Vice Chairperson Wilson motioned to approve write off as presented to the Board. Commissioner Babb seconded the motion.

RESOLUTION NUMBER 2013-17

A RESOLUTION OF THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA, TO WRITE OFF DOUBTFUL ACCOUNTS FOR TENANT ACCOUNTS RECEIVABLES.

The resolution was approved by Vice Chairperson Eddie Wilson and seconded by Commissioner Colleen Babb.

AYES

Carla Mock
Eddie Wilson
Yolanda Thomas-Davis
William Fine
Colleen Babb

NAYS

Commissioner Ronald Strauss and Commissioner Hazel Thomas did not attend this Board meeting.

CARRIED

Fiscal Year 2014 Low Rent and Turnkey III Budget Approval

Chairperson Mock called for approval of the fiscal year 2014 low rent and turnkey III budget. Executive Director Wilson informed the Board that Vice Chairperson Wilson was the only attendee of the asset committee. In reference to the operating budget handouts she said that three separate budgets exist and that the main budget is the public housing operating budget. The first two pages of this budget consists of three columns and figure amounts are listed as per unit per month, and according to Executive Director Wilson, the fourth column on the handout consists of the whole dollar figure amounts.

Executive Director Wilson said that line number 130 indicates the total amount of operating income (rent, excess utility charges, interest, and tenant damage costs) estimated at \$506,376 for year 2014. On line number 210 total operating expenditures for personnel salaries total \$231,519 for tenant services/activities at \$6,000, for utilities on line 320 at \$380,513, and for the maintenance department at \$248,701 on line 360 according to Executive Director Wilson. She

informed the Board that a maintenance employee has resigned, and that the Housing Authority does not intend to replace that employee which would decrease the allocation of estimated funds for maintenance department. On line 400, page 2 total protective services (security officers) are estimated at \$38,000 with grand expenditure total of \$1,667,350 inclusive of \$9,000 for non-routine maintenance as required by HUD according to Executive Director Wilson.

Operating income minus total operating expenditure results in a deficit of \$660,974 indicated on line 590, and according to Executive Director Wilson, the estimated operating subsidy on line 630 is estimated at \$523,195 with an additional amount of \$111,150 from capital funding and business activity fee resulting in a total remaining deficit of \$26,629 indicated on line 700. She said that the salary and benefits of the recent resignation of a maintenance employee should compensate the total remaining deficit.

In reference to turnkey operating budgets Executive Director Wilson said that these budgets are a spinoff to the public housing budget and is prorated with 9 units in the IN019-5 budget and only 1 remaining unit in the IN019-4 budget. Vice Chairperson Wilson commended Executive Director Wilson for an excellent job with the budget. With no further discussion, Vice Chairperson Wilson motioned approval of the operating budgets for fiscal year 2014 as presented to the Board. Commissioner Davis seconded the motion.

RESOLUTION NUMBER 2013-18

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA TO APPROVE FISCAL YEAR 2014 OPERATING BUDGETS.

The resolution was approved by Vice Chairperson Eddie Wilson and seconded by Commissioner Yolanda Thomas-Davis.

AYES

Carla Mock
Eddie Wilson
Yolanda Thomas-Davis
William Fine
Colleen Babb

NAYS

Commissioner Ronald Strauss and Commissioner Hazel Thomas did not attend this Board meeting.

CARRIED

Dissolution of MCHDI

Chairperson Mock called for discussion of the dissolution of MCHDI. She informed the Board that because the Attorney Michelle Bazin-Johnson is unable to attend the Board meeting, this business item will be tabled until the next Board meeting.

TABLED

Annual Election of Officers

Chairperson Mock called for election of officers. Executive Director Wilson said that Chairperson Mock and Vice Chairperson Wilson will have to vacate their positions. After expressing her gratitude for Commissioner Mock's and Commissioner Wilson's service as officers for fiscal year 2012-2013, Executive Director Wilson vacated the office of Chairperson and asked for nominations from the Michigan City Housing Authority Board of Commissioners. Commissioner Wilson nominated Commissioner Mock as Chairperson, and Commissioner Fine seconded the motion with no objections. Executive Director Wilson stated that Commissioner Mock will retain the office of Chairperson of the Michigan City Housing Authority Board of Commissioners.

CARRIED

Re-elected Chairperson Mock asked for nominations for the office of Vice Chairperson. Commissioner Fine nominated Commissioner Wilson for Vice Chairperson with no objections from the Board. Chairperson Mock said that with no objections Commissioner Wilson will retain the office of Vice Chairperson of the Michigan City Housing Authority Board of Commissioners. She stated that Executive Director Wilson will retain the office of Secretary of the Michigan City Housing Authority Board of Commissioners.

CARRIED

APPROVAL OF BILLS:

FOR YOUR INFORMATION:

Public Comment

Adjournment

With no other business presented before the Board, Chairperson Mock adjourned the Board meeting at approximately 5:00 p.m.

Carla Mock, MCHA Chairperson

ATTEST:

Lenda Wilson, MCHA Executive Director

RESOLUTION NUMBER 2013-17

A RESOLUTION OF THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA, TO WRITE OFF DOUBTFUL ACCOUNTS FOR TENANT ACCOUNTS RECEIVABLES.

WHEREAS, the Housing Authority of the City of Michigan City, Indiana annually writes off past due account receivables for residents who have vacated, abandoned or died leaving a remaining balance due, and

WHEREAS, such accounts are sent to the collection agency in an attempt to obtain past due monies, and will remain at the collection agency even when the accounts have been written off by the Housing Authority, and

WHEREAS, this resolution states that the specific dollar amount to be written off in tenant account receivables for low rent is \$867.08, and

WHEREAS, the attached list of write off(s) will be kept on the Housing Authority's records until paid in full, and

WHEREAS, it is understood that when a tenant with an overdue account returns to apply for housing, the tenant is required to first pay off any overdue accounts.

NOW THEREFORE BE IT RESOLVED that Board of Commissioners authorized the write-off of doubtful accounts totaling \$867.08 for tenant accounts receivables with the understanding that such accounts are deemed as uncollectible accounts.

Adopted this 22nd day of July 2013.

Resolution moved by: Vice Chairperson Eddie Wilson

Resolution seconded by: Commissioner Colleen Babb

Carla Mock, MCHA Chairperson

ATTEST:

RESOLUTION NUMBER 2013-18

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA TO APPROVE FISCAL YEAR 2014 OPERATING BUDGETS.

WHEREAS, the Housing Authority submits a budget to HUD for approval on a yearly basis, and

WHEREAS, the Housing Authority fiscal year starts at the beginning of October and ends last day of September, and

WHEREAS, operating budget estimates are presented to the Board for the public housing budget and the turnkey III budgets, and

WHEREAS, the main public housing operating budget estimated amounts are listed as follows:

Total operating income		\$ 506,376
Total routine expense		<u>\$1,167,350</u>
	Deficit	\$ 660,974
Total operating subsidy		<u>\$ 523,195</u>
	Remaining Deficit	\$ 137,779
Capital fund and MCHDI management fee		<u>\$ 111,150</u>
	Total Deficit	\$ 26,629

WHEREAS, remaining deficit should be diminished with change in maintenance personnel resulting in positive balance.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Michigan City, Indiana approved Fiscal Year 2014 Operating Budgets as presented to the Board of Commissioners.

Adopted this 22nd day of July 2013.

Resolution moved by: Vice Chairperson Eddie Wilson

Resolution seconded by: Commissioner Yolanda Thomas-Davis

Chairperson Carla Mock

ATTEST: