

MINUTES OF THE REGULAR
MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY
OF MICHIGAN CITY, INDIANA, HELD ON
THURSDAY, JUNE 24, 2021

The Commissioners of the Housing Authority of the City of Michigan City, Indiana held a regular board meeting on Thursday, June 24, 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 (in person), Vice Chairperson Lester Norvell, Commissioner Carla Mock, Commissioner Doretha Sanders-Malone, Commissioner Willie Lee (in person), Commissioner Kenneth Fly, and Commissioner Jeff Deutch. Attorney Nelson Pichardo attended this meeting via Zoom. Public attendees included ALCO-TV Representative Andre Steele (in person). Housing Authority employees included Executive Director Sharon Hutton, Finance TA Chris Vincent, Finance Manager Philana Dungey, Housing Choice Voucher (HCV) Housing Manager Kathy Howell, Property Manager Curtis Lewis, Account Payables Rochelle Allison, Office Assistant Blanche Meriweather, and Receptionist Finance Assistant Robin Fly.

CALL TO ORDER:

Pledge Allegiance

Silent Meditation

OLD BUSINESS:

Minutes: May 20, 2021 and May 28, 2021

Chairperson Malone called for approval of the May 20, 2021 (regular) and the May 28, 2021 (special) Board meeting minutes. Commissioner Lee motioned to approve the minutes as presented to the Board. Vice Chairperson Norvell seconded the motion.

AYES

Milton Malone
Lester Norvell
Carla Mock
Doretha Sanders Malone
Willie Lee
Kenneth Fly
Jeff Deutch

NAYS

CARRIED

NEW BUSINESS:

Board Approvals and Informational Updates

- **Finance Report**

Chairperson Malone called for Board approvals and informational updates. Executive Director Hutton informed the Board that there is a finance report from Finance Manager Dungey. She asked if everyone has reviewed the report, and the Board did not have any questions regarding the finance report.

Finance TA Vincent explained to the Board that he, Executive Director Hutton, and Fee Accountant Lindsey met, and that the fee accountant stated that in 2009 there was a transfer of a huge amount of funds from Business Activity to Public Housing with no documentation as to the reason why the monies were transferred. Each month bills are paid out from the Housing Authority that constitutes a section for Business Activity, and that inaccurate amounts were being transferred from Business Activity to Public Housing, and according to Finance TA Vincent, inaccurate amounts were being transferred into receivables of the Business Activity account accumulating to over a million dollars.

Upon conversing with the fee accountant Finance TA Vincent said that the appropriate action is to have Business Activity write off the monies because the monies transferred to Business Activity were not transferred in correct amounts. He said that August 1, 2021 is the target date to clarify the finance books with a resolution for a write off.

Commending Executive Director Hutton and Finance TA Vincent for identifying the financial error, Chairperson Malone said that this correction of transfers from Business Activity to Public Housing should put the Housing Authority on the "right path" and enhance the Housing Authority's score with HUD. Executive Director Hutton said that the fee accountant indicated that this correction would bring up the scores.

- **Director's Report**

Chairperson Malone called for approval of the Director's Report. Executive Director Hutton said that the Housing Authority is working with Gilson Software Solutions to obtain an emergency after hour answering service to ensure the Housing Authority receives all emergency calls and alleviate future problems.

Executive Director Hutton said that she is working with individuals to complete applications with Indiana Housing and Community Development Authority (IHCDA) for rental assistance. The Housing Authority received a notice that CDC has extended the moratorium to July 31, 2021, and according to Executive Director Hutton, any tenant who needs assistance with his or her rent should come into the main office and he or she will receive the correct information as how to apply for rental assistance.

Executive Director Hutton said that the Housing Authority is working with PHA Web Software and hopefully by end of July 2021 and the first of August 2021, the Housing Authority will open both its public housing and Section 8 waiting lists to receive applications. She said that there will be publications in the newspaper regarding when the waiting lists will open.

Executive Director Hutton said that HUD has issued approval for the Housing Authority to sell some homeownership homes under public housing, and by August 1, 2021 one of the Housing Authority homeowners will become an official homeowner to close on the sell of the home on August 1, 2021.

Executive Director Hutton said that the tree service at Lakeland Estates will begin on Monday and had been delayed due to tree service employees having COVID-19. In reference to COVID-19, the Housing Authority will open the Housing Authority Community Center for HealthLinc on July 8, 2021 for COVID-19 shots, and according to Executive Director Hutton, the Housing Authority is sending notices to the residents and family.

The Housing Authority audit deadline is June 30, 2021, and that the Housing Authority has had problems with reconciling the finances, and according to Executive Director Hutton, the Housing Authority will submit the audit to HUD on time. She said that she has been working with Goldie Roberts and would like to thank her for being so diligent to get the audit done in a timely manner.

Commissioner Lee asked what type of COVID shot HealthLinc is offering. In response Executive Director Hutton said that HealthLinc is offering all three variety of shots. She said that the COVID information will be sent to City Hall and on the tenants' rental statements. Chairperson Malone suggested that COVID information be published in the newspaper.

- MCHA's Attorney Report

Chairperson Malone called for discussion of the Attorney Report. Attorney Pichardo informed the Board that the moratorium has been extended to July 31, 2021 as a final extension. He said that the LaPorte County Commissioners have established the LaPorte County Rental Assistance Fund, and that he would provide more details presenting another option for residents in need of rental assistance.

Other Business

Chairperson Malone called for other business to be presented to the Board. Commissioner Fly said that he was present at the beginning of the meeting and there was a mistake on the Zoom invite sent out to the Board.

At that time Attorney Pichardo suggested that another roll call for Board of Commissioners take place due to error in Zoom invite link sent out.

Public Comment (3-minute limit)

Chairperson Malone called for public comment. There was no public comment to present to the Board.

ADJOURNMENT:

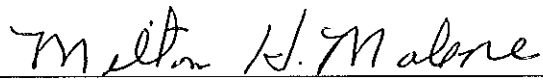
Chairperson Malone called for adjournment of the regular Board meeting. Vice Chairperson Norvell motioned to adjourn the meeting. Commissioner Lee seconded the motion. The meeting adjourned at approximately 3:20 p.m.

AYES

Milton Malone
Lester Norvell
Carla Mock
Doretha Sanders Malone
Willie Lee
Kenneth Fly
Jeff Deutch

NAYS

CARRIED


Milton Malone, MCHA Chairperson


Sharon Hutton, MCHA Executive Director

ATTEST: