

# ***Bloomington Housing Authority***

## ***Board Meeting Minutes***

May 25, 2023

### **I. Call to Order**

**Chair, Elaine Amerson** called to order the regular meeting of the **Bloomington Housing Authority Board of Commissioners at 8:34 A.M. on May 25, 2023**, in person at the BHA Community Room, located at 1007 N Summit St., Bloomington, IN 47404.

### **II. Roll Call**

Those present in person were: Chair Elaine Amerson; Vice Chair Sherry Clay; Commissioners Mary Morgan, Nordia McNish, Sue Wanzer, and Tracee Lutes; Executive Director Kate Gazunis; Administrative Director Leon Gordon; Finance Manager Dhara Patel; Director of Real Estate Nathan Ferreira; and Administrative Assistant Ashley Spradley.

Guests in Attendance: Stephanie LaFontaine

Those Absent: Commissioner Jerry Cravens; Capital Assets Manager Rhonda Moore; HCV Program Manager Daniel Harmon.

### **III. Approval of Minutes from the Last Meeting**

A motion was made to approve the regular board meeting minutes for April 27, 2023, by Sue Wanzer and seconded by Nordia McNish. All were in favor. None opposed. Motion approved.

Executive Director Kate Gazunis asked the board to amend the minutes due to her misspeaking during the April 2023 board meeting. The Kohr building should break ground in 2023, not 2024.

All were in favor and gave approval as corrected.

### **IV. Financial Statements**

Finance Manager, Dhara Patel gave a brief overview of the April 2023 Financial Statements which included revenue and expenditures for Bloomington RAD I (Reverend Butler and Walnut Woods), Bloomington RAD II (Crestmont), the Housing Choice Voucher Program (HCVP), and the Central Office Cost Center (COCC). AMP 1 (Crestmont) is complete for FYE 2022, but we can't officially close the books until the audit is done.

Vice Chair Sherry Clay asked why the maintenance costs were so high for RAD I. Finance Manager Dhara Patel stated that the salaries are paid through this category and affect the maintenance costs.

Commissioner Nordia McNish asked how the HCV program exceed expenses by over \$190,000. Finance Manager Dhara Patel stated that HUD hasn't sent the funds to cover the TPV's for Woodbridge yet. She went on to explain that we have money in reserves to cover the deficit.

Vice Chair Sherry Clay and Commissioner Tracee Lutes moved to accept the financials subject to the audit.

## **V. New Business/Resolutions**

### **1. Resolution 2023-04 Payment Standards for HCV Program**

Executive Director Kate Gazunis gave a brief overview of Resolution 2023-04. Kate explained that the payment standard increase would go into effect on August 1, 2023.

Kate explained we have a new portfolio manager at the HUD field office, Jennifer Charles. Valerie from our HUD field office says that we have the right to increase our payment standards to 120% AMI.

A motion was made to approve Resolution 2023-04 by Tracee Lutes and seconded by Sherry Clay. All were in favor. None opposed. Motion approved.

## **VI. Old Business**

### **1. Asset Management Report**

Executive Director, Kate Gazunis, briefly referenced the Capital Asset report sent to the board. She stated that the MOU for the solar panels at Walnut Woods has been signed and we are now ready to sign the MOU for Crestmont.

Executive Director Kate Gazunis then went on to say the Equity Investors were here on May 16<sup>th</sup>. We sent notice to every family because we do not get a specific list of what units will be inspected and which ones will not.

Commissioner Sue Wanzer asked what they were here to inspect. Kate stated that they inspect for health and safety concerns and to see what their money has been spent on. Kate stated that she is actively looking for ways to reduce the number of inspections for each family each year.

Executive Director Kate Gazunis stated that the units that are being converted from two bedrooms to one bedroom upstairs downstairs units did not pass the county inspections. We have since then moved on to working on other buildings in the meantime. Janice worked out a new plan with the contractors yesterday. Kate also stated that the water lines are being worked on throughout the property and some lines may have to be shut off at times. We have gallons of water available for pick up or delivery to residents.

## **VII. Director's Report**

### **1. Development Updates**

Executive Director, Kate Gazunis, briefly referenced the physical Director's report sent to the board. Kate stated that we now have 100% occupancy in Walnut Woods and Reverend Butler. She also says that based on the figures on the two-year tool we are looking at a 99.7% utilization in vouchers and still have money in our reserves.

### **2. Staff Updates**

#### ***Human Resources:***

Executive Director Kate Gazunis explained that we hired a new Resident Services Coordinator Assistant that began work on May 8<sup>th</sup>.

Board members asked for an organizational chart be out together and sent out.

## **VIII. Adjournment**

A motion to adjourn was made by Tracee Lutes and seconded by Sherry Clay. The meeting adjourned at 9:30 a.m.

Respectfully submitted by: Ashley Spradley, Administrative Assistant.

Approved by: Kate Gazunis, Executive Director