

Bloomington Housing Authority Board Meeting Minutes

March 25, 2025

I. Call to Order

- Chair Amerson called to order the regular meeting of the Bloomington Housing Authority Board of Commissioners at 8:30 a.m. on Tuesday, March 25, 2025, in person at the Lindsey A. Smith Community Center, located at 1002 N Summit St., Bloomington, IN 47404.

II. Roll Call

Commissioners

- Elaine Amerson, Chair
- Sherry Clay, Vice Chair
- Tracee Lutes, Commissioner
- Nordia McNish, Commissioner
- Mary Morgan, Commissioner

Staff

- Nathan Ferreira, Executive Director
- Dhara Patel, Director of Finance
- Daniel Harmon, HCV Director
- Ryan Stills, Director of Real Estate
- Rhonda Moore, Capital Assets Manager
- Jessica Craig, Housing Stability Coordinator
- Christine Lovelace, Executive Assistant

Absent: Jerry Cravens, Commissioner; Susan Wanzer, Commissioner

Guests: Stephanie LaFontaine (City of Bloomington)

III. Approval of Minutes from the Last Meeting

- Chair Amerson started the meeting by celebrating Commissioner McNish, who had recently gained U.S. citizenship. Congratulations were given by the group.
- Chair Amerson also celebrated Vice Chair Clay for her appointment to the Legislative Network Committee of NAHRO.
- Vice Chair Clay moved to approve the February 2025 board meeting minutes, and Commissioner McNish seconded the motion. All were in favor, and none opposed. The motion was approved.

IV. Matters Arising from the Minutes

- None

V. Director's Report

- Executive Director Nathan Ferreira presented his Director's Report, which included development updates on RAD II Crestmont, Kohr Community Flats, and the Summit Hill CDC.
 - Arlington Commons
 - Two homes have been ordered in Arlington Commons. One home buyer is a single mother who makes \$40,000 per year. The ownership opportunities created for this family exemplify the impact this development hopes to have within our community.
 - The sale of the house that has already been built is being finalized.
 - A Fifth Third Bank meeting identified limits on the use of buyers' mortgages as construction loans.
 - RAD II Closing /Conversion
 - Nathan commented on how hard the staff have been working, especially Janice, Julia and Dhara, to complete the closing documents.
 - The closing is scheduled for this Friday, March 28th.
 - This will mark the conversion from construction lending to permanent lending.
 - Redstone is the Investor, Freddy Mac is the lender, and Chase is ending their relationship as the construction lender.
- Nathan presented his administrative updates, which included financials, human resources, the HCV Program, and property management.
 - Makayla Sims has rejoined BHA as the Maintenance Assistant.
 - Outreach and advocacy
 - Commissioner Wanzer, Commissioner Clay and Nathan Ferreira represented BHA in Washington D.C. at the NAHRO conference and advocacy work on The Hill. They met with:
 - Senator Young and Representative Hutchins
 - The staff of Senator Banks
 - The Continuing Resolution was signed, which was the best hope for BHA.
 - Nathan spoke about being proactive about the crime that seems to rise each year during seasons of warmer weather.
 - Crestmont Park and Illinois Court are the central locations of most issues.
 - He will be meeting with the Bloomington Police Chief and the Parks Department.
 - Housing Vouchers
 - BHA is going to be able to issue some new vouchers now that funding clarity has been offered.
 - Some are project-based vouchers, and some are personal vouchers.
 - Commissioner McNish asked how people are being contacted with the offer of a voucher.
 - Waitlist participants are contacted by first-class mail. It is the participant's responsibility to update their contact information.
 - If the participant supplies an email address, they are also contacted via email.
 - Commissioner McNish asked if everyone is trained to make all efforts to contact the waitlist families. Daniel Harmon answered that everyone involved in this

process makes every effort within the procedure to give waitlist participants the opportunity to reply.

- Housing Stability
 - Jessica Craig presented that there were no significant changes to report in participation numbers, but that much work is being done within the program.
 - There may be some families graduating out of the program soon.
 - The Community Development Block Grant is through the city. EHV funds may still be connected to Covid, so Jessica is collecting data on the impact of Covid on participant housing situations.
 - Many households were greatly impacted and still continue to be.
 - Commissioner McNish asked about the tools we are using to strengthen relationships with landlords.
 - Once funding is secured, surveys will be sent to current landlords and those who have not participated yet to gauge needs, interest, etc.
 - Jessica also engages property managers to ensure they will refer tenants to the program.
- Nathan completed his report with an update on Resident Services and recognized Janice, Julia and Dhara for their tireless work on the RAD II closing.

VI. Financial Statements

- Finance Director Dhara Patel provided written Financial Statements for February 2025, 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).
 - Commissioner McNish asked about the overall health of the organization.
 - Dhara and Nathan confirmed that BHA is in good financial standing.
 - RAD II has the tightest margins.
- Commissioner Lutes moved to approve the 2025 Budget, and Vice Chair Clay seconded the motion. All were in favor, and none opposed. The motion was approved. (See resolution 2025.03-01 below)

VII. Unfinished Business

- **Assets Management Report**
 - Capital Assets Manager Rhonda Moore presented the report, which included an update on the Chandler Early Learning Center, Kohr building, Solar panel projects, office renovations, internet, and garden sheds.
 - CGR Services donated a shed and put it on a concrete pad for Crestmont Community garden area.
 - BCM donated a shed for Walnut Woods.
 - Asbestos removal is needed at the Kohr building.
 - Chair Amerson asked about the break-in at the Kohr building.

- Rhonda stated that there was no major damage, but the area was vandalized, a drill was stolen, and a fire extinguisher was set off.
 - The building is secured now, and no items of value are being left in the building at night.
- **Consulting and Shared Service Agreement between Bloomington Housing Authority (BHA) and Summit Hill Community Development Corporation (SHCDC)**
 - The SHCDC Board was present for this discussion.
 - This agreement spells out where the Developer Fees are held and how they are paid between BHA and SHCDC.
 - Some BHA staff will work on the SHCDC projects and, therefore, will need to be paid from those funds. SHCDC holds the funds, and BHA bills SHCDC for any work that staff do on behalf of SHCDC.
 - These Developer Fees are not part of BHA's work with HUD, so holding these fees within SHCDC distinguishes them as part of development programs.
 - Pre-development takes many years, so planning will begin on new projects shortly.
 - Nickson Peabody Law Firm drew up the agreement. They work nationally with PHAs, like ours, that have other entities.
 - Director Calender-Anderson asked whether the amount stated was a flat monthly fee or a "not-to-exceed" limit.
 - This is an estimated monthly fee based on a 10-year plan.
 - Director Riou stated that he agreed that, given the current climate, it is a smart move to hold the money in the nonprofit.

VIII. New Business

- No new business was brought forward.

IX. Reports of Committees

- There were no committee reports this month.

X. Resolutions

- **2025.03-01: Budget 2025**
 - See discussion notes in the Financial Statements section.
 - Commissioner Lutes moved to approve the resolution, and Vice Chair Clay seconded the motion. All were in favor, and none opposed. The resolution was approved.
- **2025.03-02: Conflict of Interest for Tracee Lutes**
 - Nathan Ferreira presented this resolution and explained that it is required because he will be hiring Commissioner Tracee Lutes as his realtor to purchase a home.
 - Commissioner Clay moved to approve the resolution, and Commissioner Morgan seconded the motion. Commissioner Lutes abstained from voting. All were in favor, and none opposed. The resolution was approved.

- **2025.03-03: BHA & SHCDC Consulting and Shared Services Agreement**
 - See discussion notes in the Unfinished Business section.
 - Commissioner Clay moved to approve the resolution, and Commissioner McNish seconded the motion. All were in favor, and none opposed. The resolution was approved.
- **2025.03-04: RAD II Permanent Conversion**
 - The closing was discussed as part of the Director's Report.
 - Commissioner McNish moved to approve the resolution, and Commissioner Clay seconded the motion. All were in favor, and none opposed. The resolution was approved.

XI. Other Business

- No other business was brought forward.

XII. Adjournment

- Commissioner Lutes moved to adjourn the meeting, and Commissioner Morgan seconded the motion. All were in favor, and none opposed. The motion was approved.
- The meeting adjourned at 9:07 a.m.

Respectfully submitted by: Christine Lovelace, Executive Assistant

Approved by: