

# ***Bloomington Housing Authority***

## ***Board Meeting Minutes***

**September 28, 2023**

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

**Chair Elaine Amerson** called to order the regular meeting of the **Bloomington Housing Authority Board of Commissioners** at **8:31 A.M. on Thursday, September 28, 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, Tracee Lutes, Sue Wanzer, Jerry Cravens, and Nordia McNish; Executive Director Kate Gazunis; Finance Manager Dhara Patel; Capital Assets Manager Rhonda Moore, Director of Real Estate Nathan Ferreira, HCV Program Supervisor Daniel Harmon, and Administrative Assistant Ashley Spradley.

Guests in Attendance: Stephanie LaFontaine

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

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

### **IV. Financial Statements**

1. Finance Manager, Dhara Patel gave a brief overview of the August 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). She states that August was the 11<sup>th</sup> month of the fiscal year for HCV and COCC and the 8<sup>th</sup> month for RAD I and II.

Executive Director Kate Gazunis explained that the admin fees in HCV currently show a negative balance due to the account being reconciled every three months. HUD is scheduled to pay the \$20,000 difference by the end of the month. She also explained that the COCC exceeded revenue expenses due to all of the training last month.

A motion was made to accept the financials by Sue Wanzer and Jerry Cravens. All were in favor. None opposed. Motion accepted.

2. Executive Director Kate Gazunis explained that the RAD and COCC budgets will change in January resulting in another resolution due to healthcare premiums. Kate stated that RAD I and RAD II are on a calendar year and all other departments are on a fiscal year. She states that SHCDC funding comes primarily from grant income and she plans to present how SHCDC cash flows during the January 2024 board meeting. Kate asks the board that they adopt the COCC and HCV budget.

A motion was made to adopt the financials by Sue Wanzer and Tracee Lutes. All were in favor. None opposed. Motion adopted.

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

### **1. Audit Letter to Commissioners**

Executive Director Kate Gazunis stated that the BHA auditor AB will be here next month. While he is present at the meeting he will explain his audit findings. Right now the BHA is a standard performer and by the time the 2023 audit is complete, she hopes to be back to a high performer status.

### **2. Resolution 2023-06 Certificate of Corporate Resolution**

Executive Director Kate Gazunis explained that only Property Manager Janice Price and the BHA's attorney are able to represent the BHA in court during an eviction process. This resolution would make it so that our Assistant Property Manager Julia Kerr would be able to represent the BHA in court during eviction hearings as well.

A motion was made to approve Resolution 2023-06 by Sherry Clay and Sue Wanzer. All were in favor. None opposed. Motion approved.

### **3. Resolution 2023-07 HUD Budget**

Executive Director Kate Gazunis explained that she will present a new budget to the board in January 2024 that will need resolution approval.

Commissioner Sherry Clay asked what the pollution insurance was for. Executive Director Kate Gazunis stated that the investors require us to have this insurance. She stated that this insurance does not cover meth.

Commissioner Nordia McNish asked why the loan amount for RAD is unknown. Executive Director Kate Gazunis stated that is because she will not know what the permanent financing needs are until next July or August.

Commissioner Mary Morgan asked why there is a difference between the RAD budget and the BHA budget. Kate says that the two budgets cannot be combined. Mary then asked why the need for the restructuring if the BHA finances were doing well. Kate says the bottom line in the budget includes a salary for a new controller but with a \$37,000 bottom line, there is not enough money in the budget to have the controller position and the Administrative director position. Kate stated that the money is all being accounted

for but we need an internal person to handle the financial controls. Commissioner Nordia McNish asked when these discoveries were made, the need to restructure. Kate says she found out about the BHA's financial struggles and Kate says she found out about the need for restructuring at the beginning of August. Mary stated that she was blindsided by the need for the restructure and that the sense of urgency to restructure was never conveyed to the board.

A motion was made to approve Resolution 2023-07 by Sue Wanzer and seconded by Jerry Cravens. Nordia McNish abstained. All else were in favor. None opposed. Motion approved.

#### **4. Resolution 2023-08 ED Agreement Contract**

Board Chair Elaine Amerson wanted it known for the record that the BHA Board of Commissioners had an executive session on Friday, September 8 and all seven commissioners were present. She says that there was no vote at that time.

Commissioner Mary Morgan stated that the contract needed further discussion and Chair Elaine Amerson denied her request to discuss further.

A motion was made to approve Resolution 2023-08 by Sue Wanzer and seconded by Jerry Cravens. No one abstained. Mary Morgan and Nordia McNish opposed. Motion approved.

### **VI. Old Business**

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

Asset Manager Rhonda Moore briefly referenced the Capital Asset report sent to the board. She stated that MPI Solar is doing an excellent job doing the conduit and she is very impressed with their work.

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

#### **1. Development Updates**

Executive Director, Kate Gazunis, briefly referenced the physical Director's report sent to the board. She stated that the Kohr Project was an 18-million-dollar project and wanted to provide the board with an updated timeline. She stated that this timeline pushes the background back to September 2024. Kate stated that she will be focusing on the Kohr project while Director of Real Estate Nathan Ferreira works on the Early Learning Center and the Arlington Park project. She also stated that she wants to get another SHCDC employee in 2024.

#### **2. Staff Updates**

Executive Director, Kate Gazunis wanted to skip right to giving kudos to Rhonda Moore. She has been making an outstanding effort inspecting, punching, and re-inspecting the units being prepared for move-in. She also wanted to give a shout-out to Janice Price and Julia Kerr for their continued efforts to coordinate these moves and to identify new

tenants for Crestmont. She says that Janice and Julia have to redo all of the leases and TICs.

Executive Director Kate Gazunis asked the board if they had any questions regarding the Two Year Tool or FSS Report, they did not at this time.

### **VIII. Adjournment**

Board Chair Elaine Amerson informed all attendees that following the SHCDC Board meeting today, there would be a brief five minute recess for a BHA Board of Commissioners executive session.

A motion to adjourn was made by Sherry Clay and seconded by Sue Wanzer. The meeting adjourned at 9:37 a.m.

Respectfully submitted by: Ashley Spradley, Administrative Assistant.

Approved by: Kate Gazunis, Executive Director