

Bloomington Housing Authority Board Meeting Minutes

November 28, 2024

December 3, 2024

I. Call to Order

Chair Elaine Amerson called to order the regular meeting of the **Bloomington Housing Authority Board of Commissioners** at **8:30 a.m. on Thursday, December 3, 2024**, in person at the Lindsey A. Smith Community Center, located at 1002 N Summit St., Bloomington, IN 47404. **This meeting was rescheduled from November 28, 2024 due to a conflict with the Thanksgiving holiday**

II. Roll Call

Those present in person were: Chair Elaine Amerson, Vice Chair Sherry Clay, Commissioners Tracee Lutes, Nordia McNish, and Sue Wanzer; Executive Director Kate Gazunis, Capital Assets Manager Rhonda Moore, Director of Real Estate Nathan Ferreira, Housing Stability Coordinator Jessica Craig, Director of Finance Dhara Patel, and Maintenance Coordinator Mike Bolton.

Absent: Commissioners Mary Morgan and Jerry Cravens

Guests: Stephanie LaFontaine, City of Bloomington Affordable Housing Program Manager

III. Approval of Minutes from the Last Meeting

Commissioner Clay moved to approve the October 24 regular board meeting minutes, and Commissioner Wanzer seconded it. All were in favor, and none opposed. The motion was approved.

IV. Financial Statements

1. Finance Manager Dhara Patel provided written Financial Statements for October 2024, 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 Lutes moved to accept the financials subject to audit, and Commissioner Clay seconded the motion. All were in favor, and none opposed. The motion was approved.

V. New Business

1. **Resolution 2024-12 Approval of Amendments to Sick Leave Policy**

Commissioner Wanzer moved to adopt Resolution 2024-12, incorporating the Sick Leave (bank) Policy amendments, and Commissioner Clay seconded the motion. All were in favor, and none opposed. The motion was approved.

- 2. Resolution 2024-13 Standard Charge List**
- 3. Resolution 2024-14 Approval to Update Signers on Bank Accounts**
- 4. Resolution 2024-15 Approval of Executive Director Signatory Authority**
- 5. Resolution 2023-16 Approval of Bank Account Owners Name Change**

VI. Old Business

1. Asset Management Report

Capital Assets Manager Rhonda Moore presented the update on the internet, RAD II, the Solar panel project, the admin office renovations, the Kohr Building, and the Chandler Early Learning Center.

2. New meeting date and time for 2025.

Chair Amerson reminded everyone of the need to change the meeting calendar for 2025. Starting on January 28th, it will be the fourth Tuesday of every month at 8:30 a.m.

VII. Director's Report

The commissioners had no questions about the Director's Report they received on Friday, November 22.

1. Staff Updates

ED Gazunis stated that she did not include the staff update in the written Director's report because she did not want to announce the selection of the new Executive Director before the Commissioners acted to approve his employment agreement. She asked the Board to acknowledge the efforts of the lease-up team of Shawntella Fries, Janice Price, and Julia Kerr to achieve over 94% occupancy before the end of September. By accomplishing this, BHA and Brinshore can convert to permanent financing for Crestmont in January 2024. She told the commissioners that the efforts of the maintenance staff to turn over vacated units to ensure this high occupancy number was appreciated, too. Gazunis also announced that three staff, Janice Price, Jenna Donlan, and George Snyder, had either recently married or were getting married later this month and that staff had organized a shower for Megan Choate, who would welcome a new baby before the end of this year.

Commissioner Clay moved to give a Certificate of Commendation to the lease-up team of Price, Kerr, and Fries for their efforts to achieve such high occupancy numbers so quickly, and Commissioner Wanzer seconded the motion. All were in favor, and none opposed. The motion was approved.

VIII. Adjournment

Commissioner Clay made a motion to adjourn, and Commissioner Wanzer seconded the motion. All were in favor. None opposed. Motion approved. The meeting adjourned at 9:23 a.m.

Respectfully submitted by: Kate Gazunis, Executive Director
Approved by: