

# ***Bloomington Housing Authority***

## ***Board Meeting Minutes***

March 28<sup>th</sup>, 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, March 28<sup>th</sup>, 2024**, in person at the Lindsey A. Smith Community Center, located at 1002 N Summit St., Bloomington, IN 47404.

### **II. Roll Call**

Those present in person were: Chair Elaine Amerson; Vice Chair Sherry Clay; Commissioners Mary Morgan, and Nordia McNish; Executive Director Kate Gazunis Capital Assets Manager Rhonda Moore, Director of Real Estate Nathan Ferreira, Director of Finance Dhara Patel, Housing Stability Coordinator Jessica Craig, and Administrative Assistant Ashley Spradley.

Guests: Stephanie LaFontaine, HAND

Absent: Commissioner Sue Wanzer, Commissioner Tracee Lutes, and Commissioner Jerry Cravens.

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

A motion was made to approve the amended board meeting minutes for February 22<sup>nd</sup>, 2024, by Sherry Clay and Mary Morgan. All were in favor. None opposed. Motion approved.

### **IV. Financial Statements**

1. Finance Manager, Dhara Patel gave a brief overview of the February 2024 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 February was the 4<sup>th</sup> month of the fiscal year for HCV and COCC and the first month for RAD I and II.

Finance Director Dhara Patel stated that RAD II has exceeded expenses because the insurance premium is higher than last year's premium by 130%. She explained that we had to pay a down payment of three months of the insurance premium.

Executive Director Kate Gazunis asked for approval from the board for a single-purpose additional credit card. We would use the credit card to auto-pay the insurance premium each month. The bank says that they can code the credit card so that the only thing that is paid for by the credit card is the insurance. We would receive points for the reward dollars for using the credit card at the level it will be used.

Commissioner Nordia McNish asked what we would use the points for. Kate says last time we had points, we used them to buy a printer for an office. Director of Finance Dhara Patel says we will get cash rewards for using this card and that we can use that money for board expenses like sundry and/or travel and training.

A motion was made to approve the additional credit card by Sherry Clay and Mary Morgan. All were in favor. None opposed. Motion approved.

## **V. New Business**

### **1. Kohr Community Flats Management**

Executive Director Kate Gazunis stated there will be an issue managing Kohr Community Flats. She doesn't want our property management team to be taking on another building. Our maintenance department is already planning on doing all of the maintenance for the early learning center. Kate says she met with Danielle Sorden who made recommendations to Kate as to who to possibly speak with in regards to managing the Kohr building.

Stephanie LaFontaine with the City of Bloomington HAND department asked if there was an expectation to have at least one full-time staff on site. Executive Director Kate Gazunis said that with the building being 38 units, it cannot afford full-time staff. She said the budget will allow for two part-time staff, one part-time maintenance, and one part-time office personnel. She says she believes the key to its success is 24/7 security. She says we are looking for a person who can patrol the unit and cameras for the units.

Executive Director Kate Gazunis says she will send matrixes to the board members of who has been interviewed and who we recommend/have chosen to manage the property.

A motion was made to approve using a third-party management company to manage Kohr Community Flats by Sherry Clay and Mary Morgan. All were in favor. None opposed. Motion approved.

### **2. Sick Leave Bank**

Executive Director Kate Gazunis explained that she would like to implement a sick leave share policy. She says that no one person would be able to donate more than a week of sick leave and that they could not go negative in their own sick leave or have less than a week's worth of time.

Commissioner Mary Morgan asked how the salary differential was relevant. Kate said the hours would be pooled together and then have those dollars there. Director of Finance Dhara Patel stated that when an employee leaves, we can take those hours and place them in the pool since they are not paid out to employees. Kate Gazunis says we will bring this back to a vote or resolution during the next board meeting.

## **VI. Old Business**

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

Capital Assets Manager, Rhonda Moore, gave the following updates to the Board: Rhonda says the city is giving us the solar grant for \$100,000. It will cover the community building and the first four buildings on Summit St. Hoosier Net have been working on getting the fiber installed in the neighborhood and during renovations, we have been putting fiber in each unit. It is supposed to be ready next month. The city has given us a grant to pay the Comcast bill for this building until the fiber is fired up. Once it is fired up, we will receive free internet service for this building and community education.

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

### **1. Development Updates**

Executive Director Kate Gazunis stated that there will be a dedication ceremony on Tuesday, May 14<sup>th</sup>. Lindsey will be coming back into town for the event. She says that flyers will be going out later this afternoon for the event.

### **2. Staff Updates**

Executive Director Kate Gazunis says we have new staff and will be getting some new interns soon.

Commissioner Mary Morgan wanted to thank Jessica Craig and Daniel Harmon for meeting with the Executive Director of the Bedford Housing Authority. She says she learned a lot from them.

## **VIII. Adjournment**

A motion to adjourn was made by Sherry Clay and seconded by Nordia McNish. The meeting adjourned at 9:29 a.m.

Respectfully submitted by: Ashley Spradley, Administrative Assistant.

Approved by: Kate Gazunis, Executive Director



