

# *Bloomington Housing Authority Board Meeting Minutes*

February 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, February 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
- Susan Wanzer, Commissioner
- Mary Morgan, Commissioner
- Jerry Cravens, Commissioner
- Nathan Ferreira, Executive Director

### **Staff**

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

Absent: None

Guests: None

## III. Approval of Minutes from the Last Meeting

- Commissioner Lutes moved to approve the January 2025 board meeting minutes, and Commissioner Clay 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.
  - Ryan Still held an open house for the Land Trust and one new household is applying as of today.
  - Six houses have been built.
- Nathan presented his administrative updates, which included financials, human resources, the HCV Program, and property management.
  - Housing Vouchers
    - BHA received full SEMAP points
    - The 2024 Short Fall funds allowed BHA to reach its 99% lease-up goals, although BHA does not anticipate Short Fall funds for 2025.
    - Nathan will know more about funding in May.
    - Due to changes at the state and federal levels, we will not be able to address anyone on the waitlists at this time.
  - Housing Stability
    - BHA is waiting on funds from the city for the Landlord Risk Mitigation Fund but does not have a timeline or source of funding yet.
      - BHA is also waiting to hear about ARPA Funds
    - Nordia asked Jessica what the "unusual or unexplained circumstances" were on the report.
      - One participant was having a mental health crisis and failed to move into the unit and one participant abandoned their unit.
    - Tracy asked if landlords have to go through the eviction process in these instances. The answer was yes.
    - Sue asked if this type of circumstance make landlords not want to rent through the program.
      - Jessica answered that sometimes this happens but most of the landlords believe in the mission and also appreciate the guaranteed income.
      - Landlords who are very supportive (Limestone Crossing) have been given special recognition and acknowledgement.
      - Tracy shared that damage to units from folks in the program can put extra burden on the landlords. The eviction process takes months and if it happens during the rental low-season, it can cost the landlords several months of rent.
        - Jessica reflected that landlords reach out to the program when they have openings during off season, which can be an added benefit to their relationship with BHA.
      - Nordia asked if there are ways to improve the relationships with and experience for landlords.
        - Jessica spoke about wanting to implement a survey for tenants and landlords.
      - Landlord liaison services help catch issues before they lead to formal evictions.

- Rukus added that landlord and community stigma around Public Housing was established long before BHA started offering these services and it is a difficult one to shift.
  - Resident Services
    - Commissioner Clay shared that a person, who is not part of the community, was making racist comments towards the pantry volunteers.
      - She made a statement to those at the pantry that day, that the pantry is open to everyone regardless of race, gender identity, ethnicity, etc.; however, hateful speech or harassment of the volunteers will not be tolerated.
- Nathan completed his report with an update on Resident Services and recognition to Jenna, Angie and Brooke for training Michelle Helmick.

## VI. Financial Statements

- Finance Director Dhara Patel provided written Financial Statements for January 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).
  - There were no questions from the Commissioners.
- The Budget was discussed.
  - There are sufficient operating reserves.
- Commissioner Clay made a motion to approve Resolution 2025.02-02 to approve the 2025 budget, and Commissioner McNish seconded the motion. Roll call was held. All were in favor. None opposed. Motion approved.

## VII. Unfinished Business

- Capital Assets Manager Rhonda Moore presented the Assets Management Report, which included an update on the Chandler Early Learning Center, Kohr building, Solar panel projects, office renovations, camera installation and internet.
- The Disposition of Assets Policy was discussed.
  - This came about because BHA staff were spending too much time trying to sell items that were not worth the hours paid.
  - The policy mostly came from HUD expectations.
- Commissioner Clay made a motion to approve Resolution 2025.02-01 to approve the Disposition Policy, and Commissioner Cravens seconded the motion. Roll call was held. All were in favor. None opposed. Motion approved.

- Memorandum of Understanding (MOU) between Bloomington Housing Authority and Summit Hill Community Development Corporation was discussed.
  - This MOU would outline how the BHA staff are paid for work being done for the Summit Hill CDC.
  - Nathan is waiting on the attorney's final analysis but so far, they have suggested that the most prudent course of action is to utilize a separate nonprofit to park the development fees.
    - This adds administrative burden.
  - The second option is to put the developer fee in Summit Hill CDC and then move money to BHA as staff work on the development.
    - Summit Hill CDC was developed for this purpose.
    - There is a small risk because the SHCDC Board could change the Bylaws and Board-makeup, and separate the nonprofit from BHA. This is unlikely; however, separating would mean SHCDC could walk away from BHA with all of the developer fee.
  - Commissioner Wagner and Commissioner Lutes both commented that they want to go forward with the path that adds the least work for staff.
  - The Board was in consensus to proceed with using Summit Hill CDC for this purpose.

## VIII. New Business

- Penning a public statement in reference to the government changes to HUD was discussed.
  - Sue would like to add a statement about the information taken down from the HUD website which included ROSS and Resident Council information, critical resources and research.
  - There are now restrictions on gender in regards to services provided.
    - Add statement about being welcoming to everyone.
  - Block grants support many other important services to the Bloomington community including meals on wheels and disaster relief for FEMA.
  - How will the public statement be distributed?
    - Mary suggested to put out a press release as well as being distributed to elected representatives (Head of HUD, Secretary who oversees HUD, congress, senator)
- The Commissioners were given the Code of Conduct forms to sign.
  - This form was passed around for signatures.
  - There is a state form to report conflicts of interest.

## IX. Reports of Committees

- There were no committee reports this month.

## X. Resolutions

## XI. Other Business

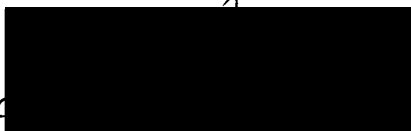
- Commissioner Craven offered his gratitude for your grace and kindness shown to Janice as she grieves the loss of her father (Commissioner Craven's brother in law).

## XII. Adjournment

- Commissioner Lutes moved to adjourn the meeting and Commissioner McNish seconded the motion. All were in favor, and none opposed. The motion was approved.
  
- The meeting adjourned at 9:23 a.m.

Respectfully submitted by: Christine Lovelace, Executive Assistant

Approved by:



**PHA Board Resolution**  
Approving Operating Budget

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Indian Housing -  
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026  
(exp. 07/31/2019)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Housing Authority of Bloomington, IN      PHA Code: IN002

PHA Fiscal Year Beginning: 01/01/2025      Board Resolution Number: 2025.02-02

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE


- Operating Budget approved by Board resolution on: 02/25/2025
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: Elaine Amerson	Signature: 	Date: 02/25/2025
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