

# ***Bloomington Housing Authority Board Meeting Minutes***

June 24, 2025

## **I. Call to Order**

- Chair Amerson called to order the regular meeting of the Bloomington Housing Authority Board of Commissioners at 8:31 a.m. on Tuesday, June 24, 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
- Jerry Cravens, Commissioner
- Tracee Lutes, Commissioner
- Nordia McNish, Commissioner
- Mary Morgan, Commissioner
- ~~Susan Wanzer, 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: Sue Wanzer

Guests: none

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

- Vice Chair Clay moved to approve the May 2025 board meeting minutes, and Commissioner Lutes seconded the motion. All were in favor, and none opposed. The motion was approved.

## **IV. Matters Arising from the Minutes**

- No matters arose from the minutes.

## V. Director's Report

- Executive Director Nathan Ferreira presented his Director's Report.
  - Christine and Nate are wrapping up the 2025 Salary Study with a NARHO consultant.
  - Nathan acknowledged Ryan and Rhonda for their progress in Real Estate development. The Board took a moment to show their appreciation.
  - Resident Counsel, under Sherry Clay's leadership, had a wonderful Family Night Out, which had great attendance.
  - Nathan is still working on a National Night Out event, but there is currently no new news.
  - The Housing Choice Voucher program has 1875 applications, and will be putting out notice of list closure in the next few days.
    - Daniel explained that the Housing Choice Vouchers are portable section 8 vouchers, and that this waitlist is currently open.
    - The RAD waiting list is for the units in our neighborhoods, and this waitlist remains closed.
  - Nathan pointed out that the latest BHA newsletter was included with the Board Packet to showcase the communication and services BHA has offered residents. The BHA staff party is tomorrow afternoon at Lower Cascades Park.
  - The audit is complete and will be available for review by the Board next month.
  - August will be a recess for the BHA Board.
    - Nathan reminded Board members that all written communications by the Board of Commissioners in regards to BHA may be subject to public examination under the Freedom of Information Act.
    - Elaine suggested that Board members CC Nathan on all communications with BHA staff.
- Director of Real Estate Development Ryan Still presented the Development updates.
  - Ryan will review the latest progress during the SHCDC meeting.
- Housing Stability Coordinator Jessica Craig presented the Housing Stability Program updates.
  - There were no significant updates for the program.
  - There has been significant interest in the Eviction Prevention program.
- Nathan Ferreira presented the Resident Services updates.
  - The Back to School event will be held on July 30<sup>th</sup>.

## VI. Financial Statements

- Finance Director Dhara Patel presented the Financial Statements for May 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).
  - Dhara explained that the RAD1 & RAD2 Developer fees were received in the COCC account, and after year-end, they will be transferred to SHCDC.
  - The Board expressed its gratitude to Dhara.

## 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 metal roof is going up on the Early Learning Center
  - Kohr is coming along well. The footer inspection is today.
  - Rhonda has an upcoming meeting with Comcast. They are requesting the installation of very large boxes in every unit and exclusive rights to the wiring that BHA has installed, which would be problematic with Hoosier Net. Rhonda does not expect Comcast to budge on their proposal.
  - The solar panels have been installed. They will produce an energy savings of \$13,400 per year.
  - The office renovations are nearly on schedule. They estimate the project will be completed in September.
  - Commissioner McNish asked if there is a cost concern for the door card readers since there is only one bid.
    - The cost is in line with market value.

## VIII. New Business

- Administrative Plan Update
  - These updates will help us better serve our residents.
  - Preference Points
    - Our current administrative plan allows applicants from outside our region who have experienced/are experiencing domestic violence to skip the line in front of local unhoused applicants.
    - The suggested change would include preference points to local applicants
    - 24% of applicants are from out of state.
    - Commissioner Morgan asked how BHA verifies applicants' current residency.
      - Daniel explained that this is done with a driver's license.
      - Must have a legal domicile on the date of application (so Middle Way House can be their official address)
    - 65% are from region 10 (Monroe County and the surrounding counties)
    - 35% are from outside of region 10
    - Commissioner Lutes asked if we are harming people who are trying to get farther away from their abusers, and if there is a reciprocal relationship with other Housing Authorities that would allow our local domestic violence survivors to find housing away from their abusers.
      - Daniel explained that this plan is for the waiting list – it doesn't get people immediate/emergency housing.
      - The out-of-state applicants have verification from an out-of-state agency that they are experiencing domestic violence.

- Domestic Violence preference points require a verification form to be signed by an agency that works with those who are immediately experiencing domestic violence.
  - Commissioner Morgan stated that it reflects a societal/community need that is not being met by the limited resources our communities have to serve those fleeing domestic violence. This new policy splits the difference when we have so many people who need assistance.
  - Some Housing Authorities have 15-20 year waitlists.
- The 5-year denial period
  - If a resident is evicted or loses their voucher, they may not reapply for 5 years.
  - Certain instances don't warrant that long of a wait period.
    - Currently someone who didn't get their paperwork in on time has the same denial period as a person who was producing meth in their unit or who was charged with a violent crime.
  - When someone reapplies, they go to the back of the line of the wait list (depending on preference points).
  - Commissioner Morgan expressed her approval of the humanity of the desired updates, and Chair Amerson agreed. Commissioner Lutes pointed out that administrative delays probably happen a lot in this resident population since many residents are dealing with health and other issues that create barriers to the timely submission of paperwork.
- BHA must define "violent crime" in the administrative plan. Nate will present a definition at a future meeting.
  - There have been lawsuits where housing authorities have lost simply because they didn't define violent crime.
  - Nate will ask the BPD chief to provide their definition.
- The Administration Plan needs to be approved 75 days before the end of the fiscal year.

## IX. Reports of Committees

- There were no committee reports this month.

## X. Resolutions

- **2025.06-01 – Door Access System**
  - This resolution is to authorize the replacement of the current key card readers in the BHA office. This includes 9 doors.
  - Three bids were presented. This was the lowest.
  - This is being paid for through the same funding source as the office renovation.
  - Vice Chair Clay made a motion to approve Resolution 2025.06-01, and Commissioner McNish seconded the motion. Roll call was held. All were in favor. None opposed. Motion approved.
- **2025.06-02 – Approval of Execution of the Consulting and Shared Services Agreement**
  - This resolution protects the assets of BHA since the Kohr project may present more risk.
  - There isn't a way to forecast the fee amount at this time, so the agreement will be authorized without the amount filled in on the document.
  - Commissioner Morgan asked if the BHA Board acts as directors for the new entity.

- The answer was yes, the Affordable Housing of Bloomington Board will be comprised of the members of the BHA Board.
- This has been set up specifically for Kohr; however, this may be used for future projects as well.
- Elaine asked for clarification of the full name of the new entity, which is Affordable Housing of Bloomington, Inc.
- Commissioner Morgan asked if this would be mostly a dormant board
  - There will be annual meetings.
- Commissioner Morgan made a motion to approve Resolution 2025.06-02, and Commissioner Cravens seconded the motion. Roll call was held. All were in favor. None opposed. Motion approved.

## XI. Other Business

- No other business was presented.

## XII. Adjournment

- Commissioner McNish 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 9:16 a.m.

Respectfully submitted by: Christine Lovelace, Executive Assistant

Approved by Nathan Ferreira

# Resolution 2025.06-01

## AUTHORIZING APPROVAL OF OFFICE DOOR ACCESS SYSTEM CONTRACT #BHA-2025-07

**Whereas,** In accordance with the applicable regulations promulgated by the United States Department of Housing and Urban Development (HUD), the Board of Commissioners for the Housing Authority of the City of Bloomington (BHA) is authorized to approve the agency's Office Door Access System contract; and,

**Whereas,** the Housing Authority of the City of Bloomington, IN has determined the low bid for Office Door Access System Project #2025-07, submitted by Presidio Physical Security Integration Business shall be awarded and a contract issued in the amount of \$51,947.82, and;

**Whereas,** the Board of Commissioners of the Housing Authority of the City of Bloomington, Indiana has determined these expenditures are necessary expenses in the efficient and effective operation of the Housing Authority of the City of Bloomington, IN, for the purpose of serving low-income families, and;


**NOW, THEREFORE BE IT RESOLVED** by The Board of Commissioners of the Housing Authority of The City of Bloomington, IN, on June 24, 2025, that Resolution 2025.06-01 is approved.

  
Elaine Amerson, Chair

  
Jerry Cravens, Commissioner

  
Nordia McNish, Commissioner

\_\_\_\_\_  
Susan P. Wanzer, Commissioner

  
Sherry M. Clay, Vice Chair

  
Tracee Lutes, Commissioner

  
Mary Morgan, Commissioner

  
Nathan Ferreira, Secretary/Treasurer

## **Resolution 2025.06-02**

### **TO APPROVE THE BLOOMINGTON HOUSING AUTHORITY'S EXECUTION AND DELIVERY OF A CONSULTING AND SHARED SERVICES AGREEMENT WITH AFFORDABLE HOUSING OF BLOOMINGTON, INC.**

**Whereas,** the Bloomington Housing Authority (the "Authority") intends to enter into a Consulting and Shared Services Agreement with Affordable Housing of Bloomington, Inc., an Indiana nonprofit corporation, in a form substantially similar to the one attached hereto as Exhibit A (the "Consulting Agreement").,

**NOW, THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Authority:

**Section 1.** The foregoing "WHEREAS" clauses and the actions referenced therein are hereby ratified and confirmed as being true and correct and hereby incorporated herein.

**Section 2.** The Board of Commissioners of the Authority hereby ratifies, confirms and approves in all respects the Consulting Agreement.



**Section 3.** The Board of Commissioners of the Authority hereby approves the Consulting Agreement and hereby authorizes the Executive Director of the Authority and such officers and employees of the Authority as the Executive Director shall designate (each, an "**Authorized Officer**" and, together, the "**Authorized Officers**") to execute and deliver on behalf of the Authority such other documents, instruments, assignments, certificates, affidavits and agreements in the name of or on behalf of the Authority that may, in the reasonable discretion of the Authorized Officers, be necessary, advisable or appropriate in connection with the Authority entering into the Consulting Agreement.

**Section 4.** The Authorized Officers are hereby authorized and directed to take, on behalf of the Authority, all further actions that may, in the reasonable discretion of the Authorized Officers, be necessary, advisable or appropriate in connection with the Consulting Agreement.

**Section 5.** The Board of Commissioners of the Authority hereby ratifies, confirms and approves all lawful actions taken by the Executive Director or other officers, employees or commissioners of the Authority, and all lawful papers and documents executed by any of the foregoing on behalf of the Authority where such actions, papers or documents effectuate the intent of this Resolution and the consummation of the transactions and matters set forth herein.

**NOW, THEREFORE BE IT RESOLVED** by The Board of Commissioners of the Housing Authority of The City of Bloomington, IN, on June 24, 2025, that Resolution 2025.06-02 is approved.


  
\_\_\_\_\_  
Elaine Amerson, Chair

  
  
\_\_\_\_\_  
Jerry Cravens, Commissioner


  
\_\_\_\_\_  
Nordia McNish, Commissioner

\_\_\_\_\_  
Susan P. Wanzer, Commissioner

  
\_\_\_\_\_  
Sherry M. Clay, Vice Chair

  
\_\_\_\_\_  
Tracee Lutes, Commissioner

  
\_\_\_\_\_  
Mary Morgan, Commissioner

  
\_\_\_\_\_  
Nathan Ferreira, Secretary/Treasurer