



Tiffany A. Dixon
Executive Director

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**Housing Authority Board of Commissioners
of the City of Michigan City, Indiana
Executive Director Tiffany A. Dixon**

**Minutes of the Regular Meeting
March 20, 2025**

The Regular Board Meeting of the Commissioners of the Michigan City Housing Authority was held on March 20, 2025 at 621 E. Michigan City, Indiana 46360.

Present: Michael Vinson, Chairman
Tulani Reyna, Vice Chairperson
Phaedra Greer, Commissioner
Heather Conley, Commissioner
Tramel Raggs, Attorney

Absent: Stasi Benning, Commissioner

MCHA Staff: Tiffany A. Dixon, Executive Director
Marisol Miranda, HCV Program Manager
Deziraie Renovales, Property Manager
Tammi Cook, Finance Manager



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I. CALL TO ORDER

The Regular Meeting of the Michigan City Housing Authority Board of Commissioners was called to order by Chairman Michael Vinson at approximately 4:00 PM.

II. PLEDGE OF ALLEGIANCE

All present stood and recited the Pledge of Allegiance.

III. ROLL CALL

Roll call was conducted by Chairman Vinson. The following members were present:

- Michael Vinson, Chairman
- Tulani Reyna, Vice Chairperson
- Phaedra Greer, Commissioner
- Heather Conley, Commissioner

Absent:

- Stasi Benning, Commissioner

Also Present:

- Tiffany A. Dixon, Executive Director
- Marisol Miranda, HCV Program Manager
- Deziraie Renovales, Property Manager
- Tammi Cook, Finance Manager
- Tramel Raggs, Attorney

IV. APPROVAL OF MINUTES

The minutes of the January 15, 2025 Regular Board Meeting were presented for approval.

Motion: Vice Chairperson Reyna

Second: Commissioner Conley

Roll Call Vote:

- Vinson – Aye
- Reyna – Aye
- Conley – Aye
- Greer – Aye

Motion carried.



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V. CHAIRMAN'S OPENING REMARKS

Chairman Vinson provided a summary of his recent meeting with HUD representatives.

VI. PUBLIC COMMENTS

Resident Kevin Harmon raised concerns regarding a lock issue at Boulevard Garden and communication lapses from MCHA. He also questioned the accuracy of the mailed account statements.

VII. COMMUNICATION

There were no formal communications from Executive Director Tiffany Dixon or Attorney Tramel Raggs.

VIII. REPORTS

a) Housing Choice Voucher (HCV) Program

Marisol Miranda, HCV Program Manager, shared program updates. The Board reviewed and discussed her report.

b) Property Management

Deziraie Renovaes, Property Manager, was introduced by Executive Director Dixon. Updates were shared on unit occupancy, maintenance work orders, and the waiting list.

c) Finance

Executive Director Dixon introduced Tammi Cook as the new Finance Manager. Financial statements were provided for all programs. Highlights included:

- HCV payments and administrative fees
- Housing Assistance Payment (HAP) expenses
- Operational reserves
- Monthly tenant statement resumption
- Updates on business activity and balance sheets

d) Executive Director Report

Executive Director Tiffany Dixon shared several updates:

- Communication with HUD regarding rehabilitation of public housing units. HUD approved a sole source contract due to prolonged vacancy and risk of fund reversion.
- Finalization of the lawn care RFP for the upcoming season.
- Banking services RFP: current relationship has lasted 35 years; HUD mandates contract review every five years.



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- Website launch expected mid-April.
- Waiting list scheduled to open in May/June; online applications to be accepted via the new website.
- Minority Health Coalition continues programs for seniors (smoking cessation, diabetes awareness, bingo).
- 2025 PHA Plan development underway.
- Upcoming RFPs: Copiers, Commissioners' iPads
- Power washing and spring cleaning planned.
- New MCHA logo launched.
- Successful Landlord Lunch & Learn with 8 attendees for networking and relationship building.

e) Attorney's Report

Attorney Raggs reported on new HUD regulatory changes:

- Temporary rule regarding eviction notices (14 days) has become permanent, extending the notice period to 30 days.
- New guidance supports tenants in understanding options when facing lease terminations due to non-payment.
- Chairman Vinson requested a formal memo outlining these changes be shared.

IX. NEW BUSINESS

a) Resolution 2025-03: Authorization to Approve PH Multi-Unit Rehab Contract

Executive Director Dixon presented the proposed sole source contract for the rehabilitation of 33 public housing units, negotiated at \$594,000.

Motion: Vice Chairperson Reyna

Second: Commissioner Conley

Roll Call Vote:

- Vinson – Aye
- Reyna – Aye
- Conley – Aye
- Greer – Aye

Resolution Passed.

b) Resolution 2025-04: Authorization to Approve BA Multi-Unit Rehab Contract

Dixon presented the proposal to rehabilitate 7 units (1 unit slated for demolition), totaling \$218,000 for Housing Authority-owned private market homes.



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Motion: Commissioner Conley

Second: Commissioner Greer

Roll Call Vote:

- Vinson – Aye
- Reyna – Aye
- Conley – Aye
- Greer – Aye

Resolution Passed.

c) Resolution 2025-05: Authorization to Approve Executive Director Employment Contract

Chairman Vinson recommended tabling the resolution for further discussion.

Motion to Table: Chairman Vinson

Second: Commissioner Conley

Roll Call Vote:

- Vinson – Aye
- Reyna – Aye
- Conley – Aye
- Greer – Aye

Motion to table passed.

X. COMMISSIONER'S REMARKS

Chairman Vinson opened the floor for comments. No additional remarks were made.

XI. ADJOURNMENT

There being no further business, Chairman Vinson called for adjournment.

All present voted in favor. Meeting adjourned.

ATTEST:

SECRETARY

A handwritten signature in black ink, appearing to read "T. A. Dixon", written over a horizontal line.

A handwritten signature in black ink, appearing to read "Michael R. Vinson", written over a horizontal line.
CHAIRPERSON