



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

Minutes of the Regular Meeting  
May 16, 2024

The Regular Board Meeting of the Commissioners of the Michigan City Housing Authority was held on May 16, 2024 at 621 E. Michigan City, Indiana 46360.

Present: Robert Lonie, Chairman  
Tulani Reyna, Vice Chairperson  
Michael Vinson, Commissioner  
Stasi Benning, Commissioner  
Heather Conley, Commissioner  
Tramel Raggs, Attorney

MCHA Staff: Tiffany A. Dixon, Executive Director  
Lasherie Garmon, Public Housing Manager

### **I. Call to Order**

The meeting was called to order at approximately 3:00 PM

### **II. Pledge of Allegiance**

The Board stood for The Pledge of Allegiance

### **III. Roll Call**

Noting That a quorum of Commissioners was present, Chairman Robert Lonie called upon Executive Director Tiffany Dixon Roll call was taken and the following Commissioners were present: Robert Lonie, Tulani Reyna, Michael Vinson, Stasi Benning, Heather Conley, and Attorney Tramel Raggs.

### **IV. Approval of Minutes**

Chairman Robert Lonie called for the approval of the board minutes, approved last meeting and this.

### **V. Public Comment**

Chairman Robert Lonie Moved forward to Public Comment, no members spoke.

### **VI. Communication**

Chairman Robert Lonie proceeded, Attorney Raggs had nothing for communication.

## **VII. Reports**

Chairman Robert Lonie proceeded to the board for a report update. HCV, Executive Director Mrs. Dixon gave the report. Utilization for Housing Choice Vouchers is at 65% having 243 participants leased on the voucher program. Three are home ownership vouchers lease. Monthly HAP Received \$162,500 Monthly HAP spent \$161,000

2,214 applicants on the waiting list. 143 families are searching for new unit, one leased up in the month of April. No vouchers were issued. 146 must be moving in-between programs. No Voucher expired. One leased up, two transferred. Twenty-two late recertifications, ninety-two late inspections. HUD still shows as of April 30<sup>th</sup> – late recertifications and late inspections are CMAP indicators, that needs to be completed uploaded into the system correctly. One port in, no port out. One port billing, one into participations. Chairman Robert Lonie and Executive director Tiffany A. Dixon discussed the number of participants on the waiting list and regular vouchers.

Public Housing, Lasherie Garmon 2,330 applicants on the waiting list, fifty were selected from the waiting list, 37 withdrawn and thirteen final eligibility zero new move ins. Developments, home ownership 161 applicants, have not selected anyone from the waiting list. Business Activity 318 applicants, have not selected anyone from that waiting list. MDCI we have 291 applicants no one selected from the waiting list. Units in each development had vacant units to be cleaned and become ready to use. Commissioner Benning questioned about the units being occupied and the units not being occupied.

### **Finance Report**

Chairman Robert Lonie proceeded to the board, Tiffany A. Dixon proceeded, having a temp from Robert Half to help with the finance, working on check register for April. Chairman Robert Lonie motion to approve, roll call Aye: Chairman Lonie, Vice Chairperson Reyna, Commissioner Benning, Commissioner Vinson, Commissioner Conley.

#### **A. Maintenance Assets**

Chairman Robert Lonie asked if there is maintenance report. Mrs. Dixon proceeded about the Maintenance report basically about the make ready units. HUD mod units to be contracted out. Work orders need to be remodified, some to be closed out. Getting outside contractor to help with fixing the units who have damage from previous fire.

#### **B. Director Report**

Chairman Robert Lonie proceeded with the directors' report. Tiffany A. Dixon proceeded, organizational task, getting things turned over. Getting task done at the bank and investigating to correct things. HAP checks are behind schedule, HAP kept getting incorrected data, in the process of correcting errors on the HAP checks software systems, late exam, processing and uploading.

#### **C. Attorney's Report**

Chairman Robert Lonie proceeded with Attorney Raggs report. Attorney Tramel Raggs discussed no tenants turned in the attorney office for eviction. Two cases that the Housing Authority is involved, going through litigation both involving former Executive Director. Attorney Raggs discussed working with the new Executive Director to get things done in a timely manner.

### **VIII. New Business**

Chairman Robert Lonie Proceeded about fixing some financial situations HUD Indianapolis has been great helping and reaching out. Needing to do the authorization obligator Capital Funds. Capital funds for the year of 2022 and 2023, emergency grants. Once HUD gives us the funds, we need to use it in a timely manner, so funds aren't expired. Capital funds \$475,000, the ACC Amendment HUD certain Certifications. Second file for 2023 not on file at the moment. Amended ACC for the capital funds for emergency grant. Commissioner Vinson, questions on the funds, upon receiving the waiver to extend the time, we have to obligate, so we don't lose the funds, funds to be used in workshop, towards rehabilitation on units, fixing units, some damaged by a fire. Doing an RFP for proposal from contractors for these units. Chairman Robert Lonie motion on this resolution, Attorney Raggs make a motion to adopt;

Ayes: Chairman Lonie, Vice Chairperson Reyna, Commissioner Benning, Commissioner Vinson, Commissioner Conley.

### **IX. Old Business:**

#### **A. Board Subcommittee**

Chairman Robert Lonie proceeded thoughts on board subcommittees; Commissioner Vinson suggested making subcommittees, making it as needed basis, Commissioner Benning also agreed making it as needed. Chairman Robert Lonie, Resident service should be a permanent committee also one for finance, to meet deadline.

#### **B. HUD Visit Update.**

Chairman Robert Lonie proceeded to HUD visit update, no response back from them yet.

#### **C. BDO Update**

Chairman Robert Lonie proceeded to BDO, they did get a response back, the financial assessment. Executive Director Tiffany A. Dixon proceeded to talk about BDO response, major recommendation, catch up on monthly finance statements, getting the information to the fee accountant reconcile the books monthly fiscal year end almost near. Budget template needs to be updated. Revise policies, procedures, and develop more. Technical assistance that BDO can provide, need to make sure we're allocating the expenses properly to the appropriate accounts. Review current operating budget making sure everything is received and reported properly. Commissioner Vinson had some comments and questions regard Executive Director Tiffany A. Dixon remarks on BDO response regarding finance, simple checks and balance. Having a different

software system align with Housing Authority is using to manage their books is a lot easier and more understanding. Chairman Robert Lonie remarks on working on an implantation plan, can be used as a baseline to create an action plan.

#### **D. Training**

Chairman Robert Lonie proceeded to Training discussing HUD exchange account. HOTMA Policy update, NSPIRE Policy update and Personal Policies and Procedures. Need to work on these policies and make some changes, Procurement Policies.

#### **X. Commissioner Comments (3-minute limit)**

Chairman Robert Lonie proceeded and asked if anybody else have anything to say, any Commissioner has a comment? Commissioner Benning commented about Executive Director Tiffany A. Dixon, coming in making great changes, seen a lot of small little steps that are amazing, very transparent.

Motion to adjourn.

#### **XI. Adjournment**

Chairman Robert Lonie all in favor all Board members AYES.