



Tiffany A. Dixon
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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
June 20th, 2024

The Regular Board Meeting of the Commissioners of the Michigan City Housing Authority was held on June 20, 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
Phaedra Greer, Commissioner
Tramel Raggs, Attorney

MCHA Staff: Tiffany A. Dixon, Executive Director
Marisol Miranda, HCV Program Manager
Kourtnei Hamer, Property 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, Phaedra Greer and Attorney Tramel Raggs.

IV. Approval of Minutes

Chairman Robert Lonie called for the approval of the board minutes, didn't have the minutes yet for last meeting.

V. Chairman's Opening Remarks:

Welcome everyone, first day of summer. Agency is still working on correcting stuff, HUD visit responded.

VI. Public Comments:

Chairman Lonie proceeded to public comment, no members spoke.

VII. Communication:

Chairman Robert Lonie proceeded, Attorney Raggs had nothing.

VIII. Reports:

A. Housing Choice Voucher

Chairmen Robert Lonie proceeded, Tiffany A. Dixon discussed details of May 2024 monthly activities within the HCV programs. Utilization, Housing Choice Vouchers, 66%, we have 249 out of 377 vouchers leased. Regular Vouchers 245, Homeownership Voucher 4. Monthly HAP received \$160611. Monthly HAP spent \$191138. Waiting list – 415 active families in the system. Selected from waitlist 0. Withdrawn 0, final eligibility 0. Vouchers issued 31. Vouchers searching 0. New lease ups 0. Overall Program Activity, Vouchers issued 2, late re-examinations 25 per EIV/PIV. Late inspections 214 per EIV/PIC. NSPIRE for vouchers deadlines has been pushed back to next year.

B. Property Management

Chairman Robert Lonie proceeded, Tiffany discussed details of the May 2024 activities for MCHA Property Management. Waiting lists, Public Housing has 29 families on the waiting list. PH Homeownership 161 applicants, Business Activity 318 applicants. Developments, Lakeland Estates (PH) 82%, 9 vacate units, 3 move ins, 8 HUD Mod unites. Boulevard Gardens (PH) 81%, 19 vacate units, 2 move out/ end of participation (EOP). Harborside Homes (PH) 87%, 2 vacate units. Harborside Duplexes (PH) 100%. Scattered Sites (PH), Vacate units 2, Move out/end participation (EOP) 1. Public Housing Re-examinations: 32 per EIV/PIV, Business Activities 75%, 6 vacate unites. Work orders, pending reconciliation.

C. Finance Report

Chairman Robert Lonie proceeded to the board, Tiffany A. Dixon proceeded, List of checks. Working to get the fee accountant all of the monthly information. Auditor is to do an audit at the end of the month. Motion to approve the payments. AYE: Commissioner Benning, Vinson, Greer, Vice Chairperson Reyna and Chairman Lonie.

D. Executive Director Report

Chairman Robert Lonie proceeded with the directors' report. Tiffany A. Dixon proceeded, discussing the changes happening at MCHA, new staff and getting things organized. Discussed the tenant meetings, interacting with clients and getting to know them and handling any concerns the tenants have. Attended webinar training, excited for new upcoming changes, and transition.

E. Attorney's Report

Chairman Robert Lonie proceeded with Attorney Raggs report. Attorney Tramel Raggs discussed two cases in active litigation. There are zero evictions that have been turned over to the attorney office.

IX. New Business

A. Capital Improvements

Chairman Robert Lonie proceeded discussing capital funds, making sure they are being used. Planning and setting in motion to approve and fix structures. Awaiting a response on the waiver. Working on getting locks and cameras, along with paperwork filed with an outside agency with IT to schedule something in the future to make some improvements.

X. Old Business:

A. Board Subcommittee

1. Chairman Robert Lonie proceeded we still don't have a resident commissioner but working on reestablish resident subcommittees, Commissioner Benning agrees the mayor has the control to appoint a resident commissioner. Commissioner Benning discussed subcommittee for the residents at Lakeland at some point we need to get commissioner subcommittee prior to residents used to have every other month is beneficial for them to be involved with the board. Executive Director Tiffany Dixon discusses the Housing Authority is having tenant meetings with the property manager monthly or every other month. Working to have a resident council for both groups so there's an active resident council, and providing the needs for clients and tenants and having tenant meetings to discuss any issues and concerns to find solutions.

2. Chairman Robert Lonie proceeded with bylaws to be up to date and current and they cover as much as possible. New policies need to be approved before added them. Different applicable policies and procedures that need to be added to be done in a timely manner, having a subcommittee for that as well. Executive Director Tiffany A. Dixon discussed when the policy is completed, bring it to the board in a regular board meeting, present it in a presentation to give the board time to adjust it or make changes or have any questions regarding it. Executive Director Tiffany A. Dixon asked Attorney Raggs, "There's no approval has to come from the board in order to submit corrective action plan, Attorney Raggs said that is correct. Board members have discussed they are working with the deadline to solve the issues about the bylaws and the HUD has stated.

B. Training.

1. Chairman Robert Lonie proceeded; Executive Director Tiffany A. Dixon has already touched on her experience with the conference. Chairman Lonie brings up HUD exchange and discussing with the board members creating their accounting and lead the way training, having good information, foundation roles, understand the policies we implement and how those affect our tenants.

C. HUD Visit Update: Chairman Robert Lonie proceeded HUD responded, a notice on May 31 they had a number of findings, and the board all received a copy of HUD report, Executive Director is responsible to plan and make sure all the reports are ready for the next meeting and Tiffany A. Dixon explained as soon as the responses are done to HUD, they will be shared with the board. Commissioner Benning asked if the board needed to be involved to help. Working on getting a resident commissioner, Tiffany A. Dixon and the MCHA staff are working to come up with a plan.

XI. Commissioner Remarks (3-minute limit)

Chairman Robert Lonie proceeded

Motion to adjourn.

XII. Adjournment

Chairman Robert Lonie all in favor all Board members AYES.