



Michigan City Housing Authority
Tiffany A. Dixon, Executive Director
621 East Michigan Blvd
Michigan City, IN 46360
(219) 872-7287 Fax (219) 873-7700

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

Minutes of the Regular Board Meeting
April 17, 2025

The Regular Board Meeting of the Commissioners of the Michigan City Housing Authority was held on April 17, 2028 at 621 E. Michigan Boulevard Michigan City, Indiana 46360.

Present: Michael Vinson, Chairman
Tulani Reyna, Vice Chairperson
Stasi Benning, Commissioner
Marlise Rawls, Commissioner
Phaedra Greer, Commissioner
Tramel Raggs, Attorney

Absent: Heather Conley, Commissioner

MCHA Staff: Tiffany A. Dixon, Executive Director
Tammi Cook, Finance Manager
Deziraie Renovales, Property 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 3:01 p.m.

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:

- Chairman Michael Vinson
- Vice Chairperson Tulani Rayna
- Commissioner Stasi Benning
- Commissioner: Phaedra Greer
- Commissioner Rawls

Absent:

- Commissioner: Heather Connolly

Also Present:

- Executive Director: Tiffany A. Dixon: Present
- Property Manager: Deziraie Renovales: Present
- Finance Manager: Tammi Cook: Present
- Attorney: Tramel Raggs: Present

IV. APPROVAL OF MINUTES:

The minutes of the March 20, 2025 Regular Board Meeting were presented for approval.



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- Discussion regarding Chairman's informal meeting with HUD representatives.
- Clarification that the meeting was a standard introductory and no other commissioners were invited.
- Discussion on previous HUD authorization for use of capital funds for rehabbing units and the sole source contracting process.

Motion: Vice Chairperson Reyna
Second: Commissioner Conley

Roll Call Vote:

- Vinson – Aye
- Reyna – Aye
- Benning- Aye
- Rawls- Aye
- Greer- Aye

Motion carried.

V. CHAIRMAN'S OPENING REMARK'S

Chairman Vinson introduced Commissioner Rawls and highlighted her extensive community involvement.

VI. PUBLIC COMMENT

There were no public comments.

VII. COMMUNICATION'S

There were no formal communications received.

VIII. Reports

A.) Housing Choice Voucher

Tiffany A. Dixon, Executive Director, shared program updates:

- Utilization in the voucher program is decreasing.
- Preparing for the opening of waiting list.
- New website and application process underway.

B.) Property Management



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Desiree Renovaes, Property Manager, shared program updates:

- Increase in public housing waiting list numbers due to data correction of errors found in system.
- Tenant Accounts Receivable (TARS) are high; authority working to reconcile tenant accounts, offer repayment agreements to reduce potential vacancies.
- Ongoing work on vacant unit rehab at Boulevard Gardens; once completed, then work will proceed to Lakeland.
- Landscaping contract is secured.

C.) Finance

Tammi Cook, Finance Manager provided reports for all programs: Highlights included:

- HCV administrative fees
- Housing Assistance Payment (HAP) expenses
- Operational Reserves
- Updates on Business Activities and balance sheets

D.) Executive Director Report

Tiffany A. Dixon, Executive Director, shared updates:

- Numbers have dropped significantly on Public housing list due to administrative clean-up and proper transfer of applicants to "active status"
- Some units were found to be no longer in HUD's inventory (likely homeownership program units), thus not eligible for federal capital funds or subsidy- they were moved from the public housing contract and processed under business activity.
- Reducing account receivables
- Contractor moving on to next locations (Lakeland) after current project is complete.
- Board approved the resolution unanimously.

Roll Call Vote:

- Vinson – Aye
- Reyna – Aye
- Rawley – Aye
- Benning – Aye
- Greer- Aye



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E.) Attorney Report

- a. Attorney Raggs had no updates.

IX. NEW BUSINESS

a. Resolution 2025-05: Public Housing Vacancy Reduction Change Order

- Vacant units discovered (301 Vail, 418 N. Dixon, 1117½ Spring, 320 Karwick); added to contract for rehab.
- Five units previously included were found to have been removed from HUD inventory and are not eligible for public housing funds; these will be paid from business activity funds instead.
- Extensive discussion regarding the procurement process took place.
- HUD authorized sole source contracting due to the amount of time units were vacant risk of losing capital funds. This situation was deemed as emergency

Motion: Chairperson- Vinson

Second: Vice Chairperson- Reyna

Roll Call Vote:

- Vinson – Aye
- Reyna – Aye
- Rawley – Aye
- Benning – Aye
- Greer- Aye

Motion carried. Resolution Passed

b. Resolution 2025-06: Vacancy Reduction Change Order

Motion: Chairperson- Vinson

Second: Vice Chairperson- Reyna

Motion to table.

Roll Call Vote:

- Vinson – Aye



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- Reyna – Aye
- Rawley – Aye
- Benning – Aye
- Greer- Aye

X. COMMISSIONER'S REMARK'S

Chairman Vinson opened the floor for comments

- Commissioner Benning inquired about HUD monitoring compliance; Executive Director Dixon responded the report was submitted and steps in process to complete needed corrections
- Commissioner Benning inquired about office hours on Wednesday. Executive Director indicated the office is closed to the public however staff is still present and working. This change was effective this past January.
- Questions/clarifications about voucher inspection process (McBride Assoc.), abatement, ongoing tracking, and compliance.
- Commissioner Rawls inquired about potential roofing projects and whether current residents in business activities units could move within inventory—possible. It would be handled on a case by case basis.

XI. ADJOURNMENT:

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

All present voted in favor.

Meeting adjourned.

Approved by the Board of Commissioners of the Michigan City Housing Authority on this 26th day of June 2025.

ATTEST:

Tiffany A. Dixon 7/18/2025
SECRETARY

Chairman Vinson
CHAIRPERSON