



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

Minutes of the Regular Board Meeting

July 17, 2025

The Regular Board Meeting of the Commissioners of the Michigan City Housing Authority was held on July 17, 2025 at 621 E. Michigan Boulevard Michigan City, Indiana 46360.

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

Absent: Heather Conley, Commissioner
Marlise Rawls, Commissioner

MCHA Staff: Tiffany A. Dixon, Executive Director
Tammi Cook, Finance Manager
Marisol Miranda, HCV Program 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 3:19 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

Absent:

- Commissioner: Heather Conley
- Commissioner: Marlise Rawls

Also Present:

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

IV. APPROVAL OF MINUTES:

The minutes of the April 17, 2025 Regular Board Meeting were presented for approval.



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Motion: Chairman Vinson
Second: Vice Chairman Reyna

Roll Call Vote:

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

Motion carried.

V. CHAIRMAN' S OPENING REMARK'S

Chairman Vinson urged Commissioners to inform Executive Director. Dixon if they cannot attend a meeting to avoid lack of quorums. Chairmen Vincent also requested to move on to the directly New Business then return to Communications.

IX. OLD BUSINESS

a) Resolution 2025-06: Authorization to Ratify BA Vacancy Reduction Change Order This resolution adds 4 unit to the existing BA Vacancy Reduction contract. It should have been listed as a change of scope instead of a change order. The cost of the additional units is \$67,352. Commissioner Benning requested a background review of the original contract and the procurement process. Executive Director Dixon obliged.

Motion: Chairperson Vinson
Second: Vice Chairperson-Reyna

Roll Call Vote:

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



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Motion carried. Resolution Passed and Ratified.

b) Resolution 2025-07: Authorization to Ratify PH Vacancy Reduction Change Order

Executive Director Dixon presented a change order for the PH Vacancy Reduction contract totaling \$108,000 due to numerous unforeseen circumstances.

Motion: Chairperson Vinson

Second: Vice Chairperson Reyna

Roll Call Vote:

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

Motion Carried. Resolution Passed and Ratified.

c) Resolution 2025-08: Authorization to Ratify PH Vacancy Reduction Change Order

Dixon stated this resolution is an error and was disregarded.

VI. PUBLIC COMMENT

There were no public comments.

VII. COMMUNICATIONS

There were no formal communications received. Commissioner Benning requested clarification of reporting requirements for communications. Attorney Harris clarified, communications is not typically reported by Housing Authorities.

VIII. Reports

a) Housing Choice Voucher

Marisol Miranda, HCV Program Manager, shared program updates regarding the waiting list, utilization, HAP payments and inspections.

b) Property Management



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Desiree Renovaes, Property Manager, shared program updates on unit occupancy, maintenance work orders and the waiting list. The number of vacant units at Boulevard Gardens was corrected to 22 units. The waiting list and lease up process were discussed.

c) Finance

Tammi Cook, Finance Manager shared financial updates for all programs. Highlights included:

- HCV payments and administrative fees
- Operational reserves
- Tenant Accounts Receivables
- Business Activity report typo; should state March instead of April.
- Finance can now email statements

d) Executive Director

Tiffany A. Dixon, Executive Director, shared updates:

- Numbers have increased significantly on Public Housing list due to administrative clean-up and proper transfer of applicants to "active status"
- Some PHA owned 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.
- Contractor moving on to next locations (Lakeland, Scattered Sites, and Business Activities) after current development is complete.
- MCHA's annual Audit has been completed. There was 1 finding (4 transactions without appropriate back up. This occurred prior to the current administration when there was no ED or Finance Manager in place.
- MCHA's website will be launched any day now. When it is live, MCHA will open the HCV waiting list. Applications will be run as a lottery. It will open for a week.
- Dixon recapped several resident activities (Mother's Day, Father's Day, Pizza w/Police, Summer Patrol at Lakeland & Boulevard Garden as needed).

e) Attorney

- a. Attorney Raggs had no updates.

XI. COMMISSIONER'S REMARK'S

Chairman Vinson opened the floor for comments



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- Potential federal changes to housing programs were discussed by the Attorney Harris. Feedback was given.

X. OLD BUSINESS:

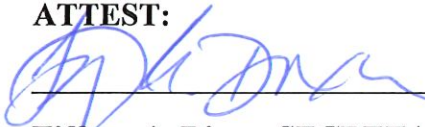
XII. ADJOURNMENT:

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 21st day of August 2025.

ATTEST:


Tiffany A. Dixon, SECRETARY

8/21/2025


Michael Vinson, CHAIRPERSON