



Michigan City Housing Authority
Tiffany A. Dixon, Executive Director
621 East Michigan Blvd
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(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
September 18, 2025

The Regular Board Meeting of the Commissioners of the Michigan City Housing Authority was held on September 18, 2025 at 621 E. Michigan Boulevard Michigan City, Indiana 46360.

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

Absent: Kenneth Fly, Commissioner
Marlise Rawls, 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 Vinson at approximately 3:03 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 Vinson
- Vice Chairperson Reyna
- Commissioner Benning
- Commissioner Greer

Absent:

- Commissioner Fly
- Commissioner Rawls

Also Present:

- Executive Director Tiffany A. Dixon
- Property Manager Deziraie Renovales
- Finance Manager Tammi Cook
- Attorney Nicholas Snow & Montgomery Finch

IV. APPROVAL OF MINUTES:

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



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- Key metrics and challenges were discussed, including utilization rates and outreach strategies.

Motion Chairman Vinson
Second Vice Chairperson Reyna

Roll Call Vote:

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

Motion carried.

V. CHAIRMANS OPENING REMARKS

- Emphasized the importance of directing resident concerns through the chain for complaints.
- Clarification was provided regarding the roles and responsibilities of commissioners versus operational staff.

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

B.) Property Management

Desiree Renovales, Property Manager shared program updates:

- Acknowledged ongoing complaints regarding maintenance delays and communication gaps



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- Emphasized that maintenance staff are working to address these issues more efficiently
- Efforts to streamline work orders and improve tenant satisfaction, including better tracking of service requests and follow-ups
- Plans were shared to increase visibility of property management staff on-site and improve direct communication with residents

C.) Finance

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

- The Housing Choice Voucher program showed a slight shortfall in funding versus payments made.
- Aging tenant balances remains a concern. The Housing Authority is implementing repayment agreements to improve collections and reduce outstanding debts.
- General operating expenses exceeded expectations.

D.) Executive Director Report

Tiffany A. Dixon, Executive Director, shared updates:

- Noted ongoing efforts to improve voucher utilization and landlord engagement
- Emphasized that resident complaints and concerns should be directed to the Housing Authority staff first, then board members if needed—to maintain proper governance
- Coordination between departments and with the board, aiming to enhance transparency and responsiveness across the organization.
- August 4-8 HCV waiting list was opened, 995 applications were taken, and 500 were placed on the waiting list.
- Letters will be mailed out to selected individuals no later than October 31, 2025 informing them of their status.

E.) Attorney Report

Attorney Nicholas Snow shared updates:

- Attorney Snow reinforced that board members should not be approached directly by residents regarding complaints or operational issues. This echoed Chairman Vinson's comments and emphasized the legal importance of maintaining governance boundaries.



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- Affirmed the resolutions passed during the meeting—particularly those involving financial policies and tenant account write-offs—were consistent with HUD regulations and internal control standards.
- Advised for continued documentation and adherence to formal procedures, noting that clear records and board protocols help protect both the Housing Authority and its commissioners from liability.
- Attorney Nicholas Snow left the meeting, Attorney Montgomery Finch sat in on his behalf for the remainder of board meeting.

IX. NEW BUSINESS

Resolution 2025-13 – Authorization to Approve (HCV) Payment Standards

To update the payment standards for the Housing Choice Voucher (HCV) program in accordance with HUD's most recent Fair Market Rent (FMR) guidelines.

The adjustment ensures that voucher amounts remain competitive with local rental market rates, helping families secure safe and affordable housing.

Improves affordability for voucher holders

Motion: Chairman Vinson

Second: Vice Chairperson Reyna

Roll Call Vote:

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

Motion carried. Resolution Passed

Resolution 2025-14 – Authorization to Approve Public Housing (PH) Flat Rents



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To update the flat rent amounts for public housing units in accordance with HUD's annual Fair Market Rent (FMR) adjustments.

Ensures that flat rents remain aligned with market conditions while maintaining affordability and compliance with HUD regulations.

Motion: Chairman Vinson

Second: Vice Chairperson Reyna

Roll Call Vote:

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

Motion carried. Resolution Passed

Resolution 2025-15 – Authorization to Approve Vacancy Reduction

To authorize a change order aimed at reducing vacancies in public housing units by accelerating unit turnover and improving readiness for occupancy.

The change order included additional labor and materials to expedite repairs and upgrades in vacant units, allowing them to be leased more quickly.

Motion: Chairman Vinson

Second: Vice Chairperson Reyna

Roll Call Vote:

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

Motion carried. Resolution Passed

Resolution 2025-16 – Authorization to Approve Cost Allocation



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To formally adopt a cost allocation plan that outlines how shared administrative and operational expenses are distributed across various programs (e.g., Public Housing, Housing Choice Voucher, Business Activity)

Motion: Chairman Vinson

Second: Vice Chairperson Reyna

Roll Call Vote:

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

Motion carried. Resolution Passed

Resolution 2025-17 – Authorization to Approve Write-Off Policy

To formally establish a policy for writing off uncollectible tenant account balances across Public Housing, Housing Choice Voucher (HCV), and Business Activity programs

Motion: Chairman Vinson

Second: Vice Chairperson Reyna

Roll Call Vote:

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

Motion carried. Resolution Passed

Resolution 2025-18 – Authorization to Approve Finance Internal Control

To formally adopt a Finance Internal Control Policy that strengthens oversight of financial transactions, protects assets, and ensures compliance with HUD and GAAP standards.

Motion: Chairman Vinson

Second: Vice Chairperson Reyna



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Roll Call Vote:

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

Motion carried. Resolution Passed

Resolution 2025-19 – Authorization to Approve Public Housing Tenant Account Write-Offs

To authorize the write-off of uncollectible tenant account balances specifically within the Public Housing program

Motion: Chairperson Vinson

Second: Vice Chairperson Reyna

Roll Call Vote:

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

Motion carried. Resolution Passed

Resolution 2025-20 – Authorization to Approve HCV Tenant Account Write-Offs

To authorize the removal of uncollectible tenant account balances associated with the Housing Choice Voucher (HCV) program

Motion: Chairperson Vinson

Second: Vice Chairperson Reyna



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Roll Call Vote:

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

Motion carried. Resolution Passed

Resolution 2025-21 – Authorization to Approve Business Activity (BA) Tenant Account Write-Offs

To authorize the removal of uncollectible tenant account balances associated with the Housing Authority's Business Activity (BA) program.

Roll Call Vote:

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

Motion carried. Resolution Passed

X. COMMISSIONER'S REMARKS

Chairman Vinson opened the floor for comments

- Commissioners expressed appreciation for the hard work of Housing Authority staff, especially in managing financial reporting, addressing tenant concerns, and preparing resolutions.
- Commissioners noted that the newly adopted policies—especially those related to financial controls and tenant account write-offs—would strengthen the Authority's operational integrity.
- Commissioners emphasized to keep improving internal coordination and responsiveness, particularly around vacancy reduction and voucher utilization.



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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 18th day of September 2025.

ATTEST:

SECRETARY

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

CHAIRPERSON