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**BOARD MEETING OF THE COMMISSIONERS FOR THE  
MARION HOUSING AUTHORITY OF MARION, INDIANA**

June 18<sup>th</sup>, 2025

11:30a.m.

601 S. Adams St., Marion, In 46953

**CALL TO ORDER:** The meeting was called to order at 11:30 a.m.

**ROLL CALL:** Administrative Assistant Kelly Timmerman gave roll call. The following Commissioners were present: Chair Jose Perez, Vice-Chair Michael Belcher, Commissioner Jan Bowen, Commissioner Michael Johnson, Commissioner Penny Hardesty, Commissioner Melissa Stephenson and Commissioner Kyle Knight and Executive Director Steve Sapp. Also Present were employees Leah Poland, CFO/Assistant Executive Director, Sabrina McNutt, Property Manager, Hilltop, Barbra Douglas-Gooden, Property Manager Parkville and Riverside, Katie Morgan, Property Manager, Norman Manor and Martin Boots, Brandi Wise, Property Manager Family Housing and Wendy Perez Section 8 Specialist.

**INTRODUCTIONS:** We had two new Commissioners join us for the June 18<sup>th</sup>, 2025 meeting. Steve Sapp introduced Kyle Knight and Melissa Stephenson and then had each of them tell a little bit about themselves. After the two new Commissioners introduced themselves, Steve had everyone else in the room introduce themselves and tell how long they had been affiliated with MHA.

**MINUTES:** The minutes from the April 9<sup>th</sup>, 2025 meeting were reviewed. Chair Jose Perez entertained a motion to accept the minutes as they were. Commissioner Michael Belcher made a motion to accept the minutes and Commissioner Michael Johnson seconded the motion. The motion carried.

**EXECUTIVE SESSION:** There was no Executive Session for June 2025.

**FINANCIALS:** Assistant Director/CFO Leah Poland presented the Statement of Income and Expense March 31<sup>st</sup>, 2025, Results of Operations March 31<sup>st</sup>, 2025, Statement of Income and Expense April 30<sup>th</sup>, 2025, Results of Operations April 30<sup>th</sup>, 2025, Statement of Income May 31<sup>st</sup>, 2025, Results of Operations May 31<sup>st</sup>, 2025. After a review of the Financials, Chair Jose Perez entertained a motion to accept the all 3 months of the Financials. Commissioner Jan Bowen made a motion to accept the Financials, and Commissioner Penny Hardesty seconded the motion. The motion carried.

**NEW BUSINESS**

**Ratify Public Housing Repositioning Resolution Resolution 753-2025**

At the April Board Meeting, we had much discussion regarding submitting a plan to HUD to reposition all of our Public Housing units, which is a requirement for our current application for

our 24 Houck Street family homes. Attached is the amended resolution the Board passed via email on April 18<sup>th</sup> and needs to be ratified in a Public Board Meeting. Chair Jose Perez entertained a motion to accept the ratification of Resolution 753-2025. Commissioner Michael Belcher made a motion and Commissioner Jan Bowen Seconded the motion. The Motion Carried

#### **2025-2026 Fiscal Year Operating Budget**

We are required to submit an approved Budget to HUD by the end of this month. Leah reviewed the proposed budget and explained the difference between Restricted and Unrestricted Funds. Restricted funds are monies that are to be used for only the specific program that are given to and cannot be moved around to use for another program or to cover anything unrelated to that specific program. Unrestricted Funds are monies that can be switched around to cover cost from one program to the next. Leah has projected that we will have a profit of \$77,992 for the 2025-2026 Fiscal year. When we switch all of the properties over to the RAD Sec 18 Program the monies will follow them and the same rules will apply. Chair Jose Perez entertained a motion to accept the proposed 2025-2026 Budget (**Resolution 755-2025**), as it was presented Commissioner Michael Belcher made a motion to accept the budget and Commissioner Jan Bowen seconded the motion. The Motion carried.

#### **Biannual Tenant A/R Write-off –**

Steve submitted the end of the fiscal year Tenant Account Receivable write-offs for the Board's approval. When the Board Packet was originally sent to the commissioner's for review the write-off's amount presented was \$36, 587.88. We then received a payment from the Trustee's office in the amount of \$6,000.00. The write-off amount is now \$30,661. Write-offs are done twice a year in June and December. Marion Housing Authority participates in a Public Housing Program called Financial Assessment Sub- System (FASS). We submit an annual report to them and they like to see low numbers, that is why we do the write-off's twice a year. When write-offs are done we still actively try to collect the monies owed by tenants. Tenant are given a notice at 10-days past due and then again at 30- days past due. On day 45 we file for eviction. The Commissioners thanked the Property Managers for their work and stated we are trending in the right direction. Chair Jose Perez entertained a motion to accept the Biannual Tenant A/R Write's-off (**Resolution 756-2025**). Commissioner Jan Bowen made a motion to accept the motion and Commissioner Michael Johnson seconded the motion. The motion carried.

**HVC Negative Unrestricted Net Position Reclassification:** In March of 2023, the Board approved to reclassify \$129,099 of Housing Choice Voucher Admin Fees owed to the Central Office from the Section 8 Program, as long-term debt. At the meeting, the Board also wrote off \$50,000 of Admin Fees owed to the Central Office, then another \$50,000 in June of 2024 for a total of \$229,099. The attached HUD letter is from their review of our recent FYE 24 draft audit. HUD wants us to complete something similar for the \$120,434. However, this \$120,434 is a part of the long-term debt that was already classified. This will probably show up on future audits until we are able to start recouping funds from Section 8. Section 8 Admin Fee are the monies used to run the Section 8 Program, like supplies, office space, salaries. MHA no longer charges Section 8 rent for the space they occupy at the office. It is Steve's recommendation that we do nothing, as these funds have already been reclassified. The Board of Commissioners are going on record with a decision to not reclassify the \$120,434, which is already long-term debt.

**Strategic Plan Update-** We had a very positive Board Retreat in May, during which we discussed some long-term vision and goals for the agency. Those discussions are incorporated into the attached draft Strategic Plan. Under the Yellow section, Page 3 (1) Houck Street is part of Family Housing, and we have applied for and have received a working Tax Credit for 24 Single Family Homes to be built for Family Housing. (2) Steve has a meeting scheduled with the Mayor later in June about some potential opportunities for Norman Manor and Martin Boots. Chair Jose Perez and Commissioner Michael Belcher will be attending the meeting as well.

Page 4 (2) We recently took over managing five -Radiant Health Properties. Those properties are Pine Meadows, Lyons Manor, Stepping Stone, Carey Court, all in Marion and Sky Ridge Apartments in Hartford City. (5) Notices have been sent out to those tenants that we could raise rent on at Thomas Jefferson and Parkville Apartments. As tenant leases come up for renewal we will send the 30-day letter to them about the increase in rent. (6) Steve is currently in talks about managing the two Historic Gallatin Properties across the street from the Post Office. (7) We need to decide if is viable for us to take current properties and consolidate them and make them more manageable.

This remains a living document and will be changed/updated as we progress.

#### **Updated Organizational Chart**

Attached is an updated Organizational Chart for the Boards review. The 5 Part-time jobs need to be label as part-time. Kelly will update the Security Officer job to reflect that.

#### **Dashboard Report:**

Attached is the current Agency Dashboard Report. The Top Section- Inspection Scores Green=Good, Yellow=Caution and Red= Bad. Inspection Scores: 90 and above we have an inspection every 3 years, 80 and above we have an inspection every 2 years, anything lower than 80 we have an inspection every year. Real Estate Assessment Center (REAC), National Standard for the Physical Inspection of Real Estate (NSPIRE). The REAC and NSPIRE are HUD Inspections and HUD hires a contractor to do the audit.

**OLD BUSINESS:** Lincoln Hill Park update- Tim Voss began renovation on June 24, 2025 and hopes to be done by the end of July 2025. Steve will organize a tour of the park for the Commissioners after it is finished.

At the Board Retreat there was mention of possibly doing a longer meeting quarterly so that they are talking more frequently about the Strategic Plan. This meeting could happen after a regular Monthly Board Meeting. Steve will figure out a schedule for this meeting.

**MOTION TO ADJOURN:** - Chair Jose Perez entertained a motion to adjourn the meeting. Commissioner Penny Hardesty made the motion, and Commissioner Michael Johnson seconded the motion. The motion carried. The meeting adjourned at 12:35 p.m.

Respectfully submitted,

*Kelly Timmerman*

Kelly Timmerman

Administrative Assistant