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

September 17th, 2025

11:30 a.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 was absent, so Accountant Dawn Hiatt 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 Kyle Knight, Commissioner Melissa Stephenson and Executive Director Steven Sapp. Also present were employees Leah Poland, CFO/Assistant Executive Director, Irma Jackson, Director of Housing, Sabrina McNutt, Property Manager, Hilltop, Barbra Douglas-Gooden, Property Manager, Family Housing and Riverside, Katie Morgan, Property Manager, Norman Manor, and Martin Boots, Brandi Wise, Section 8 Specialist, Shannon Robinson Property Manager Parkville and Thomas Jefferson and Jenniffer Murray, Property Manager, Radiant Health Properties.

INTRODUCTION: Chair Jose Perez asked each Commissioner and Staff Member to introduce themselves, tell their work location and how long they have been with the agency.

MINUTES: The minutes from the August 20th, 2025, meeting were reviewed. Chair Jose Perez entertained a motion to accept the minutes with one correction. Under the Dashboard Report, change the word Properties to Vacancies. Commissioner Janice Bowen made a motion to accept the minutes with the change, and Commissioner Kyle Knight seconded the motion. The motion carried.

FINANCIALS: Assistant Director/CFO Leah Poland presented the August 31st, 2025 Statement of Income and Expense. A review of the August financials was conducted and Commissioner Janice Bowen had a question on the Month to Date Analysis under Grant Income. It states that we have a 262% increase in Grant Income. Commissioner Janice Bowen would like an explanation. CFO Leah Poland explained that previously HUD would only allow us to draw down grant money when we needed it for the Capital Fund. Now that we are considered a small PHA we can draw the full amount of the Grant and use it for Capital Funds as projects arise. Leah also mentioned that we are under budget on expenses, because we are now utilizing our Maintenance Staff more and contracting out less work. Chair Jose Perez entertained a motion to accept the August Financials. Commissioner Michael Belcher made a motion to accept the Financials, and Commissioner Penny Hardesty seconded the motion. The motion carried.

NEW BUSINESS

Board Response to Resident Concerns from the August Board Meeting

At the August Board Meeting, a couple of residents from Parkville Apartments voiced concerns regarding the property. After the meeting, the staff investigated the complaints and reported back to the Board Chair. The Board Chair has responded to both residents by letter to address their concerns. All of the apartments at Parkville were inspected, as well as all of the attics. Some of the issues have been addressed. There are still some things that we are working to correct. Michael Belcher was concerned with the statement made by one of the residents at the August meeting. The resident stated it felt like MHA is trying to chase out all of the Market Rate residents and replace them with Section 8 Vouchers. Steve responded to the Board and said that by law, we are not allowed to lead and/or guide our voucher holders to any property, especially our own. There is a list of available landlords in our lobby that we provide for voucher holder. Parkville is on that list. We are not permitted to accept one HCV and then deny another HCV, if they meet all of the qualifications. MHA has not received and will never receive a directive from the Board of Commission to replace our Market Rate Residents with residents who have received a Section 8 Voucher.

Indiana Energy Saver Program (IESP)

Since May 2024, we have been discussing and collaborating with the Indiana Office of Energy Development on the Energy Saver Program. Marion Housing Authority has been selected for the program, specifically Hilltop and Norman Manor Apartments. The purpose of this program is to make upgrades in existing structures to save energy costs. IESP did an energy audit of one of the properties on Tuesday September 16th, 2025 and will complete the energy audit of the other property on Wednesday September 17th, 2025. After IESP completes the audits, they will compile a report that will include eligible scopes of work that can be 100% paid for with the DOE Home Energy Rebates. We should receive the report from them within a couple of weeks

Section Eight Mgmt. Assessment Program (SEMAP)

SEMAP is an annual certification for our Section 8 Housing Choice Voucher Program, which verifies our compliance in fourteen areas of the program. We passed our SEMAP Certification in August 2025 with a score of 92. We are now rated as a High-Performance Agency.

Public Housing Assessment Subsystem (PHAS)

PHAS is the HUD evaluation tool for our Public Housing Program. This is the third consecutive year we are at a Small PHA Deregulation Status and have received no score. Since we converted Riverside to the RAD Program, we are now considered a Small PHA. Small PHAs have fewer than 250 units. If and when they score us, they will use our NSPIRE Inspection score, information from 50058's, our financials, our HUD Audits, and our Occupancy Data. They usually do this every other year. Riverside is now considered a multifamily site with a Section 8 Housing Assistance Payment (HAP) Contract.

Board Training, Roles and Responsibilities

Steve gave an overview of the roles and responsibilities of the Board of Commissioners. The three main things that the Board of Commissioners does are:

1. Provide leadership and champion the mission of the PHA, make strategic decisions and make concerns known.

2. Provide Oversight- safeguard the financial integrity of the PHA, monitor the agency's ability to meet required obligations, ensure ethical, legal and effective work performance.
3. Actively participate in Board Meetings-conduct and maintain an accurate record of the board proceedings.

The Mission Statement- The City of Marion Housing Authority aims to promote adequate and affordable housing, economic opportunity, and a suitable living environment free from discrimination.

Resident Advisory Board (RAB) We had these until COVID hit, and then they were dissolved. We are in the process of reinstating the RAB's and hope to have them it completed by the end of the year.

Agency 2025 Fiscal Year- End Audit

Our 2025 Agency Fiscal Year-End audit was scheduled for September 8th -10th. Chair Jose Perez was able to spend a couple of days with the auditors. Per the auditor, things look good, but we will wait for the official report from them.

Radiant Health Properties 2025 Fiscal Year End Audit

The Radiant Health 2025 Fiscal Year-End audit is scheduled for September 24th -25th. They will audit all five properties.

Dashboard Report:

Attached is the current Agency Dashboard Report, everything looks good expect, that Michael Belcher questioned why the numbers for the July and August Aging Reports are the same. Steve will look into this and make the needed corrections. Irma explained to the board how the eviction policy works.

Curfman– Lincoln Park Ribbon Cutting

The Ribbon Cutting Ceremony for the new Lincoln Park is scheduled for Wednesday September 24th, 2025 at 5:00pm. The Board of Commissioners is encouraged to attend, as well as all employees. Staff from Hands of Hope will be there. Many others from the community have been invited.

OLD BUSINESS:

MOTION TO ADJOURN: - Chair Jose Perez entertained a motion to adjourn the meeting. Commissioner Michael Belcher made the motion, and Commissioner Janice Bowen seconded the motion. The motion carried. The meeting adjourned at 12:05 p.m.

EXECUTIVE SESSION: Executive Session was held after the Public Session meeting was adjourned. Chair Jose Perez entertained a motion to adjourn the Executive Session. Commissioner Michael Belcher made the motion, and Commissioner Janice Bowen seconded the motion. The Motion carried. Executive Session adjourned at 1:15 pm.

Respectfully Submitted,

Kelly Timmerman

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Administrative Assistant