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

December 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.

The General Session Meeting was called to order after the Executive Session at 12:40 PM.

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 Melissa Stephenson, Commissioner Penny Hardesty, and Executive Director Steven Sapp. Also present were employees Leah Poland, CFO and Assistant Executive Director, Irma Jackson, Director of Housing, Sabrina McNutt, Property Manager, Hilltop, Barbra Douglas-Gooden, Property Manager, Family Housing and Riverside, Shannon Robinson Property Manager Parkville and Thomas Jefferson, Jenniffer Murray, Property Manager, Radiant Health Properties, Patricia McQueen, Section 8 Intake Specialist, and Brandi Wise, Section 8 Specialist, as well as Tenant Doris Roberts- Parkville Apartments.

MINUTES: The minutes from the October 15th, 2025, meeting were reviewed. Chair Jose Perez entertained a motion to accept the minutes as they were presented. Commissioner Janice Bowen made a motion to accept the minutes, and Commissioner Penny Hardesty seconded the motion. The motion carried.

EXECUTIVE SESSION: Chair Jose Perez entertained a motion to adjourn to the Executive Session. Commissioner Penny Hardesty made the motion, and Commissioner Michael Belcher seconded the motion. The Motion carried. The Executive Session was called to order at 11:35 pm. Executive Session adjourned at 12:37 pm.

Tenant Doris Robert addressed the Board with some concerns: The gutters were not replaced in 2021, as stated in the letter she received. The downspouts were replaced in 2021. Doris is concerned that now that they have the metal roof, her electric bill has gone up significantly. Her rent is now \$830.00 per month, and she is living on a fixed income, and the higher rent makes things tough for her. She doesn't want to move, but with the higher rent, she doesn't feel like she can stay at Parkville Apartments.

FINANCIALS: CFO and Assistant Director Leah Poland presented the October 31st, 2025 Statement of Income and Expense and the November 30th, 2025 Statement of Income and Expense. A review of the October and November financials was conducted. Vouchers: Jan Bowen asked that, since zero vouchers were issued and 6 vouchers were terminated, how does that affect us since we are

in a shortfall? Leah answered that it enables us to help the remaining 94 vouchers and reduces our expenses. When they review us they look at us 2 ways: they look at how many vouchers we are using and how much of the budget authority we are using. We are currently at 110% of our budget authority. It is an either-or situation when they are reviewing us. Steve stated we are fully utilized on the program, helping fewer people, but the cost of rentals are more. Chair Jose Perez entertained to accept the October 2025 and November 2025 financials as presented. Vice Chair Michael Belcher made a motion to accept the Financial as presented, and Commissioner Penny Hardesty seconded the motion. The motion carried.

NEW BUSINESS

Section 8 Housing Choice Voucher (HCV) Admin. Plan Revision: (AI)

Major revisions have been made to the Administrative Plan, and they have been presented to the board. We subscribe to a policy revision service through Nan McKay. Nan McKay provides the templates of all the required legal language and ideas on what we would select as our policy. We then decide which part of this we want to use. These revisions reflect lots of the HOTMA changes and NSPIRE inspection changes. There have been no major policy changes. Additional language is included in Chapter 19 about Special Purpose Vouchers.

Chapter 3 updates- Commissioner Penny Hardesty asked for clarification on Chapter 3 – Eligibility- updated criminal background screening standard to comply with HUD guidance discouraging the use of arrest records. HUD states that because someone has been charged but not convicted, we shouldn't use only that to make an eligibility decision. Steve stated that we use what is called a preponderance of evidence. Jose Perez asked for clarification on the verification of citizenship. Citizenship is reported on our 50058- and 50059 HUD forms, which are sent monthly. Chair Jose Perez entertained a motion to accept Resolution 785-2025. Commissioner Janice Bowen made the motion, and Vice Chair Michael Belcher seconded the motion. The Motion carried.

2026 Housing Authority Board Election of Officers: (AI)

Steve stated that the Board needed to nominate and vote for a Chair and a Vice Chair. Jose Perez stated that he is willing to serve as Chair, and Michael Belcher is willing to serve as Vice Chair again. Jose entertained a motion for the Board to accept the nominations. Jose and Michael abstained from voting. Penny Hardesty made the motion to accept the nomination of Jose Perez to remain as Chair and Michael Belcher to remain as Vice Chair. Janice Bowen seconded the motion. The motion carried.

Indiana Energy Saver Program (IESP):

Hilltop Results: This information is from the energy audit that was conducted at Hilltop. The results show where the major power consumption is at HTMAR and the Plug load. How can we save energy at this property? On page HT 5 are the recommendations on what we should do and the cost to complete. The total cost is \$1,720,143.00 for the IESP. MHA would need to invest \$22,000. The recommendation is to install a Ductless Air Source Heat Pump Mini Split unit in every unit in the building. The office would also need to have a unit put in; the cost for that is not included in the cost that was presented. There would be an additional cost for MHA of about \$10,000.

Upgrades to be made- New electrical wiring in all units.

2 Bathroom upgrades for all units: 150 Watt Heat Lamp Replacement and 50 CFM Energy Star Bathroom Vents Fans.

Kitchen upgrades - 98 units will get new Energy Star induction ranges and 67 units will get new Energy Star refrigerators, CFM Energy Star Kitchen Vents Fans for all units.

All Baseboard heat and wall AC Units will be removed.

Common Area Upgrades- Ductless Air Source Heat Pump Splits in 5 common areas.

The five areas are the Laundry, Recreation and Mechanical Rooms, and the 1st and 4th floor stairwells. 80-gallon Heat Pump Water tank in the Laundry. Central Heat Pump with Swing Tank in the Mechanical Room.

850 CFM Mechanical Ventilation Central Air Handler for the Rooftop-Replacement Mechanical Ventilation and Remediation to Floors 2-6

Baseboard heat and Wall AC Units in all common Areas will be removed.

Norman Manor Results: This information is from the energy audit that was conducted at Norman Manor. The results show where the major power consumption is at Norman Manor and the Plug load. How can we save energy at this property? On page NM 2 are the recommendations on what we should do and the cost to complete. The total cost is \$1,299,111.000 for the IESP. MHA would need to invest \$17,010,000. The recommendation is to install a Ductless Air Source Heat Pump Mini Split unit in every unit in the building. The office would need to have a unit put in as well; the cost for that is not included in the cost that was presented. There would be an additional cost for MHA of about \$10,000.

Upgrades to be made- New electrical wiring in all units.

2 Bathroom upgrades for all units: 150-Watt Heat Lamp Replacement and 50 CFM Energy Star Bathroom Vents Fans.

Kitchen upgrades - 69 units will get new Energy Star induction ranges, 44 units will get new Energy Star refrigerators, and CFM Energy Star Kitchen Vents Fans for all units.

All Baseboard heat and wall AC Units will be removed.

Common Area Upgrades- Ductless Air Source Heat Pump Splits in 6 common areas.

The five areas are the Laundry, Salon, and Sun Room. Recreation and Mechanical Rooms, and the 2 stairwells. Central Heat Pump with Swing Tank in the Mechanical Room.

850 CFM Mechanical Ventilation Central Air Handler for the Rooftop-Replacement Mechanical Ventilation and Remediation to Floors 2-5

Baseboard and space heater removal. PTAC and Wall AC Units remediation as needed.

Lead the Way Session, Housing Choice Voucher:

This is the fourth installment of our Lead the Way track. This session is Housing Choice Voucher (HCV). The HCV Program allows low-income families to choose to lease safe, decent, and affordable privately-owned housing. HCV provided "tenant-based" rental assistance. Allowing a family can move from one unit to another and the subsidy stays with the family.

HAP- Under the Housing Assistance Program (HAP), the tenant pays the landlord a portion of the rent and utilities, and the PHA provides the remainder of the rent to the landlord through the HAP.

Portability- Eligible voucher holders may use their voucher to lease a unit anywhere in the United States where there is a housing agency operating an HCV program.

Payment Standard- Payment Standard is set by the PHA and is typically 90-110 % of the Fair Market Rent (FMR) Rate that is set by HUD. The FMR is the amount of money generally needed

to rent a moderately priced unit dwelling in the local housing network.

Rent Reasonableness- PHAs must have a rent reasonableness system and methodology for determining if the rent being requested by the owner is reasonable. They must ensure that it reflects the market, not too generous and not more restrictive than the actual local housing market.

HCV Budgets- PHAs should have an HCV administrative budget, and it should be reviewed monthly by the board.

Strategies for Successful HCV Programs.

Maintaining a positive relationship with landlords participating in the HCV Program.

Maintaining a positive relationship with applicants and families participating in the HCV Program.

Adopting appropriate Policies and Plans like:

- Admission and Continued Occupancy plan
- PHA Plan
- HCV Administrative Plan

HQS and SEMAP- HUD programs regulations set forth basic housing standards (HQS) that all units must meet before assistance can be paid. HQS defines the standard housing and establishes the minimum criteria necessary for the health and safety of residents. HUD has a performance measurement tool – SEMAP- Section Eight Management Assessment Program (SEMAP), specifically for the HCV Program. As of November 2024, MHA had a SEMAP rating of 92 which makes us a high performer.

Dashboard Report: Lower occupancy for October at Hilltop – We were at 91 %. Steve checked the Hilltop Occupancy rate on December 17th, 2025, and it was at 95%. Tenant Delinquency and the Aging Report Average for the three-month report. Write off will be presented at the January 2026 meeting.

Commissioner Resignation: Kyle Knight has submitted his resignation- Kyle has a new job and does not currently have the time needed to sit on the board at MHA. Chair Jose Perez read the resignation letter from Kyle and entertained a motion to accept his resignation. Commissioner Michael Belcher made the motion, and Commissioner Janice Bowen seconded the motion. The Motion Carried.

OLD BUSINESS:

MOTION TO ADJOURN: Chair Jose Perez entertained a motion to adjourn the meeting. Vice Chair Michael Belcher made the motion, and Commissioner Janice Bowen seconded the motion. The motion carried. The meeting adjourned at 1:15 p.m.

Respectfully Submitted,

Kelly Timmerman

Kelly Timmerman

Administrative Assistant