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

October 15<sup>th</sup>, 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 gave roll call. The following Commissioners were present: Chair Jose Perez, Vice-Chair Michael Belcher, Commissioner Jan Bowen, Commissioner Penny Hardesty, Commissioner Melissa Stephenson, 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 and Brandi Wise, Section 8 Specialist, as well as Tenant Doris Roberts- Parkville Apartments.

**MINUTES:** The minutes from the September 17<sup>th</sup>, 2025, meeting were reviewed. Commissioner Janice Bowen asked for clarification on the roles and responsibilities of the Board. #3 states the board will actively participate in board meetings- conduct and maintain an accurate record of the board proceedings. Steve explained that he is the Secretary of the Board and that by our providing the minutes to the Board every month and then having the Board approve them, that covers # 3. Chair Jose Perez entertained a motion to accept the minutes as they were presented. Commissioner Janice Bowen made a motion to accept the minutes with the change, and Commissioner Michael Belcher seconded the motion. The motion carried.

**FINANCIALS:** CFO and Assistant Director Leah Poland presented the September 30<sup>th</sup>, 2025 Statement of Income and Expense, and the September 30<sup>th</sup>, 2025 Mortgage Register. A review of the September financials was conducted, and Leah stated that this is the end of the first quarter, and things look good. We currently have quite a few empty units and are working to turn them. Maintenance cost next month could be a slight bit higher due to all of the unit turns we are doing in October. Empty Units are as follows: seven units at Parkville, eight units at Hilltop, and a total of ten units between the five Radiant Properties. 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) Shortfall Update:**

We have been in shortfall all year. We have been continuing to have bi-monthly meetings with

the HUD Shortfall Team. With the Federal Government currently shut down, there is no budget passed, and we have no idea what the HCV will look like going forward. Steve has been having Conference Calls with NARO, PHADA members who are located in DC, and know the HUD employees and can talk with them. HUD employees were cut by 30% from the 2023 numbers. They are currently operating during the shutdown at 1% capacity. Funding has been released through ELOCCS up to the second week of November. We have some money in the Service Coordinator Grant that we can pull from if needed. Leah is continuing to submit documents to HUD by the required deadlines she was given. Steve has not corresponded with anyone from Indianapolis thus far; all of his contacts have been with the Chicago Field Office.

**2026 HCV Fair Market Rent and Payment Standard:**

Effective October 1, 2025, the 2026 Fair Market Rents were released by HUD. We set our Fair Market Rates based on these numbers; these rates then translate to the Fair Market Rate Payment Standard (this is the maximum amount of Rent and Utilities we will pay a landlord).

**Property Management Activities:**

Steve created a new Property Management Dashboard. This dashboard shows the number of units per property and what is happening at each property in terms of vacancies and INSPIRE.

**Low Loss Achievement Award:**

Low Loss Achievement Award from the Housing Authority Insurance Group. This is a 3-year rolling-based ratio in general liability claims. This is how HAI rewards us for doing a good job at keeping our incidents low. This also keeps our insurance rates low.

**Lead the Way Session, Asset Management:**

This is the third installment of our Lead the Way track. This session is Asset Management. MHA used to operate as a centralized office, but now we operate under the Asset Management Model. AMP 1 and AMP 2 are both Asset Management Projects. The Asset Management Model enables us to track invoices, expenses, and how each property performs individually much better. We operate our Public Housing the same way. The Board of Commissioners operates as the owner of the AMPS. Page 2 addresses the Public Needs Assessment (PNA). The PNA is a systematic review to identify advantages and impediments to a development's major physical components, and the actual work of the PHA is required to undertake in order to bring each AMP up to the recommended modernization and energy conservation standards. This also helps with Capital Planning. We have completed a PNA on Riverside and Hilltop when we converted them. We need to look at having a Needs Assessment completed on our remaining Family Housing Properties.

**Dashboard Report:** There are numerous vacancies currently. These vacancies are based on the increased rent at Parkville. Evictions and Non-Payment of rent are a couple of other reasons the vacancy rate is high. Steve stated that historically, these vacancies go in waves from the end of Summer to right before Winter/Christmas. Steve made the corrections needed to the Aging Report from last Month. On the last page of the Dashboard Report, Norman Manor and Martin Boots were both awarded the Safety and Security Grant. We applied for this grant in 2021, but we initially didn't receive it. They came back in 2024 and awarded us some money from the grant. Both Apartments will have updated LED lights in the parking lots and some lights in the building. Chair Jose Perez asked if this was going to cost MHA any money. Steve stated that because they

didn't award us the total needed for what we submitted and because of the rising cost of supplies, we will need to pull about \$30,00 out from the Capital Funds budget to complete this project.

**Curfman– Lincoln Park Ribbon Cutting updates:**

We had the Grand Opening of Lincoln Park on Monday, September 29<sup>th</sup>, and it seemed to be received well by all who attended the ribbon-cutting. Commissioner Janice Bowen shared a conversation she had with a gentleman who was at the ribbon-cutting.

**November Extended Board Meeting:**

There will be no Public Session Meeting on November 19<sup>th</sup>, 2025. The Board of Commissioners decided to just have the Executive Session Meeting in place of the November Meeting. The Executive Session Meeting will take place at the regularly scheduled time of 11:30 am and lunch will be provided.

**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. The Executive Session was called to order at 12:10 pm. Chair Jose Perez entertained a motion to adjourn the Executive Session. Commissioner Penny Hardesty made the motion, and Commissioner Michael Belcher seconded the motion. The Motion carried. Executive Session adjourned at 1:30 pm.

Respectfully Submitted,

*Kelly Timmerman*

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Administrative Assistant