



601 South Adams Street
Marion, Indiana 46953
Phone: 765.664.5194
Fax: 765.668.3045
TDD: 765.668.3044
www.marionha.com

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

January 21st, 2026

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 Melissa Stephenson, Commissioner Michael Johnson, Commissioner Penny Hardesty, and Executive Director Steven Sapp. Also present were employees Leah Poland, CFO and Assistant Executive Director, Irma Jackson, Director of Housing, 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.

MINUTES: The minutes from the December 17th, 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.

FINANCIALS: CFO and Assistant Director Leah Poland presented the December 31st, 2025 Investment Register, the December 31st, 2026 Mortgage Register, and the December 31st, 2025 Statement of Income and Expense. A review of the December 2025, financials was conducted. Leah stated the financials looked good, but that we are having normal fluctuation that are natural to have. Steve stated in the Investment Register we have Reserves noted on there and from a Board standpoint we do not review those often. Steve will be attending a training the first week of February and one of the agenda topics is Recapture of Reserves. He is not sure what is up the sleeve of HUD, but wanted everyone to be aware of this topic. Chair Jose Perez entertained a motion to accept the Financials as they were presented. Commission Penny Hardesty made a motion to accept the Financial, and Commissioner Janice Bowen seconded the motion. The motion carried.

NEW BUSINESS

Biannual Tenant Write-Offs (AI)

Twice a year the Biannual Write-offs are presented to the Board of Commissioners for consideration. Presented today are the first of the year-end 2026 Tenant Account Receivable Write-offs in the amount of \$24,745.78. 50% split between rent and charges. Commissioner

Janice Bowen questioned the Write- Off from Hilltop, were they from abandonment or damages. Steve stated these charges stem from more than normal wear and tear on the floors. Janice also, asked after the write-offs are approved if we recoup money from a tenant where does that money show up on our books. Leah stated that the money would go back to the operating budget of the building the tenant was living in. Commissioner Belcher asked for confirmation that the \$11,220.29 in rent being requested for write-off reflects the actual total amount and is not understated. Leah said that there is currently \$20,000 that is tied up in active evictions and she chose not to add that number to the \$11,220.29, as she is not sure what charges would be added to the rent charges when these are all tied up. The Commissioners were very appreciative to the staff for having such a low write-off amount and asked what we are doing differently. Steve stated we are talking about this more, we are doing the Dash Board Report, we are having our Property Managers in the Board Meeting, which is bringing more awareness to this issue, and they are doing the Age Delinquency Report Monthly. Leah stated that Year-End looks a little differently, we charge off the Public Housing charges, because that number greatly affects our agency score with HUD. Chair Jose Perez entertained a motion to accept Resolution 759-2026. Commissioner Michael Belcher made the motion and Commissioner Janice Bowen seconded the motion. The motion carried.

BFC Bylaws Proposed Amendment:

Notice is hereby given that the Board of Directors of Building for Change will consider a proposed amendment to Article III, Section 4 of the Bylaws at its next meeting. The proposed amendment relates to Board voting procedures for actions approved by a simple majority. This notice is provided in accordance with Article XI of the Bylaws. Hoping to vote on this at the next BFC Meeting.

NSPIRE Update:

The National Standards for Physical Inspection of Real Estate (NSPIRE) for the Housing Choice Voucher (HCV) has been extended to February 1, 2027.

Also, we have two NSPIRE Inspections scheduled for January 28, 2026. One is for Lyons Manor and the other is for Stepping Stone. Both are a part of our property management portfolio.

Lead the Way Session, Ethics:

This is the fifth installment of our Lead the Way track. This session is regarding Ethics.

Conflicts of Interest- We need to ensure that our PHA is ethically run. If there are any conflicts of interest they must be conveyed to the PHA and HUD, who may waive conflicts of interest for good cause. We do not accept gifts from other agencies, vendors, landlords unless we can share it with all of the staff (cookies at Christmas). If someone receives a gift they must return it.

Nepotism- We have hire relatives, but we do not let relatives supervise their relatives.

HCV Inspector – Inspectors need to have integrity and not use unethical behavior. Landlords may try to bribe an inspector to pass their apartment/house.

The Hatch Act- Applies to political activities of certain state and local employees. As a public housing board member, you may be a candidate in a Non-Partisan election, you can contribute to a local election, hold office in a political office. You may not be a candidate in a partisan election, use officials to influence or interfere in elections, coerce political contributions from subordinates in support of political parties or candidates.

Lobbying- When we apply for federal grants we wave to signify that we do not lobby. If we do lobby we have to signify what we are lobbying for.

Dashboard Report: Nothing really to point out. December Occupancy Rate is higher at Hilltop. Steve- Reviewed when each property is due to have their next NSPIRE Inspection.

OLD BUSINESS:

MOTION TO ADJOURN: Chair Jose Perez entertained a motion to adjourn the meeting. Commission Janice Bowen made the motion, and Commissioner Penny Hardesty seconded the motion. The motion carried. The meeting adjourned at 11:55 p.m.

EXECUTIVE SESSION: The Executive Session was called to order at 12:00 pm. Chair Jose Perez entertained a motion to adjourn Executive Session. Commissioner Michael Johnson made the motion and Commissioner Penny Hardesty seconded the Motion. The motion carried. Executive Session adjourned at 12:46pm.

Respectfully Submitted,

Kelly Timmerman

Kelly Timmerman
Administrative Assistant