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

May 20th, 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, Co-Chair Michael Belcher, Commissioner Jan Bowen, 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 Thomas Jefferson, Jenniffer Murray, Property Manager, Radiant Health Properties, Katie Morgan, Property Manager, Norman Manor and Martin Boots, Patricia McQueen, Property Manager, Hilltop Towers, and Brandi Wise, Section 8 Specialist.

MINUTES: The minutes from the April 8th, 2026, meeting were reviewed. Chair Jose Perez entertained a motion to accept the minutes. 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 into Executive Session. Commissioner Janice Bowen made a motion and Commissioner Michael Johnson seconded the motion. The motion carried. The Executive Session was called to order at 11:37am. Chair Jose Perez entertained a motion to adjourn Executive Session, Commissioner Penny Hardesty made the motion and Co-Chair Michael Belcher seconded the motion. The motion carried. Executive Session adjourned at 12: 30pm

FINANCIALS: Financials were reviewed by the Board of Commissioners. Leah stated that everything is going fairly well and there is always going to be volatility from month to month.
Review of the April Statement of Income and Expenses, we spent more than budgeted for maintenance due to the wind and hail damage from the two storms, some things we had to mitigate ourselves, like tarping and minor repairs. The second storm caused much more damage. We have multiple insurance claims out and we are still getting everything reviewed. We will need to pay the deductibles for those claims in the future. Each vehicle has a deductible of $500 and the properties deductible is 1% of the replacement value. The cost could potentially be $20,000 per unit. Chair Jose Perez entertained a motion to accept the financials as they were presented.

Commissioner Janice Bowen made a motion and Commissioner Michael Johnson seconded the motion. The motion carried.

<u>NEW BUSINESS:</u>

<u>Procurement Policy Revision (AI) </u>Resolution 764-2026:
We updated the Procurement Policy that complies with the New HUD Procurement Handbook 7460. REVS. Attached is a Summary Page of the changes from the current policy along with a copy of our recommended Policy.

On P1 (2) The Modernized Procurement Thresholds are the maximum HUD allowable amount as well as state. For the Petty Cash amount, our procedure has Petty Cash at $50.00, but this policy has the amount at $500. This allows us to increase this amount without revising our policy.

Co-Chair Michael Belcher asked if we could change the wording in two sections. Section B: Procurement Thresholds, it states that The Executive Director may administratively adjust thresholds as Federal thresholds are revised. Change Executive Director to Board.

Section E: Small Purchase Procedures, it states that Quotations may be obtained in writing, electronically, online, orally, by telephone, or through cooperative purchasing systems. Take out the word orally.

Board Chair Jose Perez entertained a motion to accept **Resolution 764-2026**, Revised Procurement Policy with the new changes. Co-Chair Michael Belcher made the motion and Commissioner Penny Hardesty seconded the motion. The motion carried.

Steve will make these changes and will send the updated copy of the Revised Procurement Policy to the Board before the next Board Meeting.

<u>Housing Choice Voucher (HCV) Administrative Plan (AI) Resolution 765-2026</u>

We are asking the Board to revise the current agreement that we have with The Scholar House. We have been working with the Scholar House for a while now and the Board created a preference for up to 25 Housing Choice Vouchers, due to the large success of the program. We are currently dealing with some challenges with the 1-bedroom applicants, including a smaller space is not conducive to the Scholar learning and training program. Steve is recommending an exception of subsidy standards, allowing their 1-bedroom families to receive a 2-bedroom voucher. Steve provided a letter from Briana Price, Executive Director of Scholar House, addressing these concerns. Once a voucher is Issued to a participant if they quit the program they would be considered over housed and would be issued a new voucher. If they graduate the program they are taken off all assistance and would then pay market rent. Chair Jose Perez entertained a motion to accept **Resolution 765-2026.** Co-Chair Michael Belcher made a motion and Commissioner Michael Johnson seconded the motion. The motion carried.

<u>Strategic Investment Fund Policy (AI) Resolution 766-2026</u>
We need to implement a Strategic Investment Fund Policy that meets our requirements for the Strategic Fund. These funds were acquired from the sale of Parkville. This will also assist in maintaining clear records for auditing and oversight. This fund will consist solely of unrestricted, non-federal funds legally available for investment. No restricted HUD program funds, Housing Assistance Payment funds, Capital Fund Program funds, federal grant proceeds, tenant security

deposits or other restricted public funds shall be deposited into the Strategic Investment Funds. Chair Jose Perez entertained a motion to accept **Resolution 766-2026.** Commissioner Janice Bowen made a motion and Co-Chair Michael Belcher seconded the motion. The motion carried.

Fiscal Year-End 2027 Draft Budget

We are presenting the FYE27 Draft Budget for initial review. We are still waiting on updated property, liability, and workman's comp insurance costs. Leah has provided estimated cost for these items. Leah has made some changes to the format of the budget due to some HUD expectations. We will vote on the actual budget at the June meeting.

Lead the Way Session, Risk Management:

This is the ninth instalment of our Lead the Way track. This session is about Risk Management. Our Dashboard Report and our Strategic Plan are part of our Risk Management. Steve asked that the Board review this session.

Dashboard Report: Thomas Jefferson is at a 96% lease up for the month of April. We have 1 month left of this fiscal year and we are trying to meet our annual average goals. Specifically, the Occupancy Goals. We will try to have Write-offs to present at the June Board Meeting.

HUD Repayment Agreement- Final Payment

An OIG Audit from 2006 stated that the agency owes a total of $181,513 to its Public Housing and Family Self- Sufficiency Programs from prior years. This is due to previous leadership using funds incorrectly. In April of 2026, we made the final annual payment of the HUD Repay Agreement that we signed on December 29th, 2010 of $10,035, plus the remaining balance of $7,230.

OLD BUSINESS: Commissioner Janice Bowen asked if we ever received the Request for Increase for Riverside that we submitted in June 2025. Steve stated that we finally received that increase. We are caught up and it is time to ask for another increase.

MOTION TO ADJOURN: Chair Jose Perez entertained a motion to adjourn the meeting. Co-Chair Michael Belcher made the motion, and Commissioner Michael Johnson seconded the motion. The motion carried. The meeting adjourned at 1:05 p.m.

Respectfully Submitted,

Kelly Timmerman

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Administrative Assistant