marion housing authority

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
June 17th, 2026
11:30 a.m.
601 S. Adams St., Marion, IN 46953

CALL TO ORDER: The meeting was called to order at 11:35 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 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, 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 May 20th, 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 Penny Hardesty made the motion and Commissioner Melissa Stephenson seconded the motion. The motion carried. The Executive Session was called to order at 11:41am. Chair Jose Perez entertained a motion to adjourn Executive Session, Commissioner Jan Bowen made the motion and Co-Chair Michael Belcher seconded the motion. The motion carried. Executive Session adjourned at 12: 15pm

FINANCIALS: Financials were reviewed by the Board of Commissioners. Everything is looking good at this time no real surprises. Leah pointed out that utilities came in over budget because the cost is currently higher. Leah is required to track the Kilo Watt Hours used as well as the actually usage. We are in the process of making some improvements to heating and air conditioning at Norman Manor and Martin Boots. We are hopeful that these improvements will help decrease the cost of the utilities. These improvements should be completed sometime in the fall.
Chair Jose Perez entertained a motion to accept the financials as they were presented. Co-Chair Michael Belcher made a motion and Commissioner Penny Hardesty seconded the motion. The motion carried.

NEW BUSINESS:

2026-2027 Fiscal Year Operating budget (AI) Resolution 768-2026:

The proposed 2026-2027 Agency FY Operating Budget was emailed out a couple of weeks ago for your review. We are required to submit an approved Budget to HUD by the end of this month. The proposed Budget was reviewed and clarification was provided on the following items:

We are required by HUD to make sure that our Public Housing and Section 8 program is operating on a zero-dollar budget. Sometimes we have to Fundability them to make this happen. An example of this would be, AMP1 has 2 different project and we can take the budget for 41-1 and 41-2 and merge them together to make the budget for this program. That is what fundability is, it is a HUD made up word. CFP is the Capital Funds Project dollars. This is another budget that HUD gives to fund our Public Housing Those are our scattered AMP 1 sites and Norman Manor and Martin Boots. They give us Operating Subsidies and dollars that are designed for Capital Improvements. Capital Funds are grant dollars and they were given to us in one lump sum this year.

Steve pointed out that they are working hard to get the Radiant Properties rent subsidies increased. Currently working on the Carey Court Property. For Pine Meadows the number used is what we are projecting in the additional funding. We have submitted documentation to HUD expressing that we need approximately an 39.5% increase. This has not been approved yet. We have received the increase in funding that we requested for Lyons Manor and Stepping Stone. MHA is not losing money on these properties as we do not own the properties. These are not our properties, we are just managing them.

Chair Jose Perez entertained a motion to accept **Resolution 768-2026** as it was presented. Co-Chair Michael Belcher made a motion and Commissioner Melissa Stephenson seconded the motion. The motion carried.

Biannual Tenant A/R Write-offs Resolution 769-2026

We write off tenants' bad debt twice a year. Write-Off for this time total $45,585.09, this amount consists of $25,811.86 for Rent Charges, $19,337.23 in Damages and $436.00 in late fees. This amount is higher than the last write off we did 6 months ago, but is substantially lower than what we did for the 2026 Fiscal Year. Co- Chair Michael Belcher asked why the late fee amount is so small if we are asking to write off $25,000 in Rent Charges? Director of Housing, Irma Jackson stated that sometimes that damages charges are more than the rent charges. She also said that if we had previously signed a payment arrangement with a tenant to collect the rent, that once they default on the payment arrangement we can no longer continue to collect the late fees. Leah explained that If the charges owed to MHA are $2500 or more, we give this information to Attorney Morris Kelsey and he works to retrieve these funds for us. Whatever funds he collects his fees are deducted from that amount. If the charges are less than $2500 we work to collect those funds in house. Co-Chair Michael Belcher asked if there was any way we could defer the late fee instead of not charging them. In order to do this, we would need to amend the policy. Commissioner Jan Bowen suggested that we keep the idea of deferring the late charges in the back of our minds and discuss this option. If this is something we would like to charge in the policy the Board would consider it. Chair Jose Perez entertained a motion to accept **Resolution 769-2026** as presented. Commissioner Jan Bowen made a motion and Commissioner Melissa Stephenson seconded the motion. The motion carried.

Strategic Plan:
The Strategic Plan remains a living document and will be changed/updated as we progress. The Strategic Plan shows recent updated in blue with the date they are due.
The Housing Opportunities Through Modernization Act (HOTMA) start date has been moved to January 01, 2027. Everything needs to be updated prior to that date. Software vendors will make changes to our system and HUD PIC System, will need updated. These software changes are due to be completed by October 2026. The use of HOTMA has been delayed because HUD's software system cannot receive the proper data to meet the HOTMA Guidelines. We have been maintaining utilization of our Section 8 Program with it being in shortfall.

Lead the Way Session, Development:
This is the tenth instalment of our Lead the Way track. This session is about Development. Steve stated he wasn't going to spend a lot of time on this section, but did want to point out a few items. Under Statues and Regulation's, he stated we do need to abide by the National Environment Policy Act (NEPA) of 1969- We recently submitted Form 50 to HUD for our 38 South Project. We also are expected to abide by the Faircloth Limit Act. Under the Faircloth Limit Act, we were required to report the number of Public Housing Units we had when we began. We had 270 units, but have converted 51 units to RAD (Riverside), We now have 219 units. Because we initially reported 270 units for Public Housing, we have 51 units available that if we had the funding we could build 51 more units of Public Housing. Steve said he recently heard that there is talk of doing away with the Faircloth Limit Act. He's not sure it would affect us if they do away with this, as we are not looking to build more Public Housing Units.

Dashboard Report: We have one more month left in this fiscal year, but we will not see these results until our August meeting. Occupancy Goal for the year is 96%. Green column shows our current averages. Our Overall Annual Average is at 94%. Steve is predicting that June average are going to be better, as we are meeting most of our goals. The new video cameras have been installed at Martin Boots, this is part of the Safety and Security Grant we received.

OLD BUSINESS: Commissioner Jan Bowen asked for an update on the Hail Damage to the properties. We received the information and funds from the insurance company. The amount we received from insurance on the property is 1% of the replacement value. We are not currently making repairs to our Houck Street properties, because of our 38 South Project. When the units are completed we would be able to receive reimbursement from the insurance for those properties.

Audit-: This is the14th year that our Auditor reported no findings.

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

Respectfully Submitted,
Kelly Timmerman
Kelly Timmerman
Administrative Assistant