



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**

August 17th, 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: Accountant Dawn Hiatt gave roll call. The following Commissioners were present: Chair Jose Perez, Co-Chair Michael Belcher, Commissioner Jan Bowen, Commissioner Melissa Stephenson, Commissioner Penny Hardesty, Commissioner Michael Johnson 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, Jenniffer Murray, Property Manager, Radiant Health Properties, Katie Morgan, Property Manager, Norman Manor and Martin Boots, Brandi Wise, Section 8 Specialist, Bailey Tipton, Property Manager Riverside and Thomas Jefferson, Jessica King, Property Manager in Training, and Shannon Robinson Collections Clerk.

MINUTES: The minutes from the June 17th, 2026, meeting were reviewed. Jan Bowen found a typo and Steve assured her that a correction would be made to the minutes. 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.

FINANCIALS: Financials were reviewed by the Board of Commissioners. There were no significant issues and no discussion was had.

Chair Jose Perez entertained a motion to accept the financials as they were presented. Co-Chair Michael Belcher made a motion and Commissioner Michael Johnson seconded the motion. The motion carried.

NEW BUSINESS:

RAD Significant Amendment- Small PHA Blend (AI) Resolution 767-2026:

Hud has required Marion Housing Authority to complete a Significant Amendment to our PHA plan as part of the RAD Small PHA Blend Conversion of our Houck Street 24 public housing units. They required us to post a public notice and that was completed with not public comments received. The approved Resolution will be uploaded to the RAD Resource Desk and become part of our application. We have had a total of 4 meeting with the current tenants of these properties. Some meetings were before the RAD was submitted. and some were after the RAD was submitted.

Chair Jose Perez entertained a motion to accept **Resolution 767-2026** as it was presented. Co-Chair Michael Belcher made a motion and Commissioner Penny Hardesty seconded the motion. The motion carried.

Lead the Way Session, Understanding SEMAP:

This is the eleventh instalment of our Lead the Way track. This session is about Understanding Section Eight Management Assessment Program (SEMAP). SEMAP is HUD's Annual Assessment of the Housing Authority's administration of the HCV Program. There are 14 key indicators, a couple of them do not apply to us.

1. **Selection from the waiting list**- the PHA is required to have a written policy in its Administrative Plan for selecting applicants from the waiting list. The score is based on whether the PHA has the administrative plan and the sample pulled shows that 98% of applicants selected from the waiting list were selected in a manner that conformed to the PHA's policy.
2. **Rent Reasonable**-the score for this indicator is based on whether the PHA has a written policy for determining and documenting that the rent paid to owners is reasonable based on current rents for comparable unassisted units and it whether it follows that policy.
3. **Determination of Adjusted Income** – the score for this indicator is based on whether the PHA verifies and correctly determines adjusted annual income and utility allowances at each family's admission and annual reexamination.
4. **Utility Allowance Schedule**- the score for this indicator is based on whether the PHA maintains an up-to-date utility allowance schedule. This is reviewed annual by doing file audits to make sure we are using the correct utility allowance on all tenants.
5. **HQS Quality Control Inspections**- In 2027 this will be changed to NSPIRE. This indicator measures whether the PHA has verified or re-inspected a sample of recently completed HQS Inspections representing a cross section of neighborhoods and a cross section of inspectors.
6. **HQS Enforcement**- This indicator is based on whether the PHA addresses deficiencies found during HQS inspections in a manner that conforms to HUD regulations.
7. **Expanding Housing Opportunities**- this indicator does not apply to our HA.
8. **Payment Standards**- for this indicator, the PHA is scored on whether its payment standards do not exceed 110% and are not less than 90% of the current applicable published FMRs and payment standards.
9. **Annual Reexaminations**-the score for this indicator is based on whether the PHA completes a reexamination for each participating family at least every 12 months.
10. **Correct Tenant Rent Calculations**-this indicator is based on whether the PHA correctly

calculates tenant rent in the rental certificate program and the family's share of the rent to owner in the rental voucher program.

11. **Pre-Contract HQS inspections**-The score for this indicator is based on the % age of newly leased units that pass HQS inspections
12. **Annual HQS Inspections**-The score of this indicator is based on whether the PHA inspects each unit under contract at least annually.
13. **Lease-Up**- The score for this indicator is based on whether the PHA has entered HAP Contract for the number of units reserved unit Annual contributions Contracts (ACC) for at least one year.
14. **Family Self-Sufficiency Enrollment**- We are no longer required to have an FSS Program. We have an FSS Program because we believe in it, so we applied for a grant so we could continue that program.

Section 8 Management Assessment Program (SEMAP) Certification AI Resolution 770-2026:

The SEMAP Certification form is what staff uses when auditing files. We are asking the Board to certify to this information. Based upon this information and our lease-up we expect to be a high performing agency again this year. Steve will submit this form electronically later today. Chair Jose Perez entertained a motion to accept **Resolution 770-2026** as presented. Commissioner Jan Bowen made a motion and Commissioner Michael Johnson seconded the motion. The motion carried.

Riverside Apartments- Storm Damage Restoration RFP and Contract Award:

The Housing Authority, on behalf of Building for Change, solicited proposals for storm damage restoration work at Riverside Apartments. Steve presented to the Board of Commissioners the three best company's bids. Steve sent out Request for Proposals (RFP) to 6 different company's and received 4 back. A public notice was also put in the Marion Chronicle Tribune for 3 weeks. Steve is recommending that we accept the bid from Kingdom Roofing Systems, when they were conducting the inspection of the building, they reported things to Steve that needed fixed and would fall under the insurance. The Insurance claim is for \$100, 003, this estimate includes the cost of the deductible which equals 1% of the cost of the building. Steve believes that everything that needs repaired can be cover by the insurance and that there shouldn't be an out of pocket cost to MHA. There could be additional cost for the equipment they would need to use to complete the job.

Chair Jose Perez entertained a motion that they accept the bid from Kingdom Roofing Systems. Commissioner Michael Johnson made a motion and Commissioner Melissa Stephenson seconded the motion. The motion carried.

Family Self-Sufficiency (FSS) -Heartland scholar House Agreement-AI:

A few months back we lost our FSS Coordinator, Cyndi that was running the FSS Program. The job was posted internally with no interest. Steve has been reviewing the program and had a conversation with Tori Williams of the Heartland Scholar House Program about managing the program for us. There is a lot of overlap between the services that Scholar Hours provide and what the FSS program provides, so this just makes since. We receive a Grant to run this

program which allows us to employ one person. If Scholar House manages this program they can hire as many people as they need and we just pay them with the grant money. The Family Self- Sufficiency Program is a volunteer for families and currently have 34 families enrolled. All 34 families are affiliated with MHA. Families are required to sign a 5-year contract and set goals they would like to obtain during that 5-years. The when they pay their rent monthly that amount is placed into an escrow account and at the end of the five-year contract there is a graduation and they are presented with a check for the amount in the escrow account. The Scholar House Program has received certification from HUD and is currently operating at a 90% or higher success rate.

Chair Jose Perez entertained a motion to accept the request to have Scholar House take over the management of the Family Self-Sufficiency Program (FSS). Commissioner Jan Bowen made a motion and Commissioner Penny Hardesty seconded the motion. The motion carried.

Indiana Energy Saver Program (IESP) Update:-

Hilltop and Norman Manor are the buildings that the improvements are being completed in. We have 7 units that have already had the Mini Split HVAC units installed. The updated being made are HVAC Mini Split Units, Energy Efficient Kitchen Exhaust system, Bathroom Exhaust, Energy Efficient Headlamp in bathrooms, Central inlayed Ventilation System installed on the roofs, and new Hot Water Heater installed in the laundromat. All of this work is being completed at no cost to MHA.

Steve has been asked to host a session at the NAHRO Conference August 20th and 21st, 2026 about the Energy Saver Program. MHA is the first Housing Authority in the nation to use this program. There are big name companies like Google who are investing in this program. There will be a press conference at Norman Manor on August 25th, 2026 to talk about the Energy Saver Program. There will be representation at the state level and possibly someone from Google at this press conference.

Fiscal Year-End Performance and Financial Health Update:

This is a summary of the Housing Authority's financial position. preliminary fiscal year 2026 operating results and progress toward our Strategic Plan. It's important for the board to see that progress is being made on the Strategic Plan.

We recently had an ice cream bar for the employees to celebration the good fiscal year we had. The Fiscal Year Ending 2025 audit provides confirmation of the agencies sound financial position. We believe that when we received the FYE 2026 audit reports, they will have position results as well.

Thomas Jefferson Storm Damage RFP and Contract Award:

The Housing Authority solicited proposals for storm damage restoration work at Thomas Jefferson Apartments. A public notice was posted in the Marion Chronicle Tribune for 3 weeks. Steve is recommending that we accept the bid from ONIT Construction of \$187,694.25.

Chair Jose Perez entertained a motion that they accept the bid ONIT Construction. Commissioner Michael Johnson made a motion and Commissioner Jan Bowen seconded the motion. The motion carried.

Dashboard Report:

Fiscal-Year End 2026 and July 2027 Reports- Steve explained that the green column on the left of the page is the annual average and the green column on the right is the actual rate. The goal for Occupancy Rate is 96%, Currently AMP1 and Riverside are above 97%. We are awarding Barbra

Douglas- Gooden a \$500 gift card for all of her hard work in getting the occupancy rate at these properties up.

Organizational Chart:

The Organizational Chart was reviewed and explanation was given on a few positions.

OLD BUSINESS:

MOTION TO ADJOURN: Chair Jose Perez entertained a motion to adjourn the meeting. Co-Chair Michael Belcher made a motion and Commissioner Michael Johnson seconded the motion. The motion carried. The meeting adjourned at 12:45 p.m.

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 12:50 P.M. 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 1:20pm

Respectfully Submitted,

Kelly Timmerman

Kelly Timmerman

Administrative Assistant