



*Executive Director
Eric Erland*

MARQUETTE HOUSING COMMISSION

316 Pine Street Marquette, Michigan 49855 (906) 226-7559

BOARD OF COMMISSIONERS

William Jeeves, President

Marion Scullion, Vice President

Sue Burcar

Caroline Jordan

Penni Zoller

Meeting Minutes January 25, 2011

- Call to Order:** The meeting was called to order by President Jeeves at 4:02pm
- Members Present:** Jeeves, Scullion, Burcar, Jordan, Zoller
- Members Absent:** None
- In Attendance:** Eric Erland
- Quorum:** Yes
- Approval of Minutes:** Motion by Burcar seconded by Zoller to approve the December, 13, 2010, regular meeting minutes. Motion carried unanimously.
- Public Comment:** None
- Bills:** Erland noted to the Board that additional information has been provided for the monthly check listing. This information is specific to the Project and Program for the amounts remitted along with identification specific to the expense. Erland also noted the chart of accounts is also provided to the Board members and the addition of this information would assist the Board in better interpreting the expenses being incurred monthly. Motion by Zoller and seconded by Scullion to approve and authorize payment of January, 2011 bills as follows: \$151,923.81 for the general fund, \$15,736.93 for the Capital Fund and \$17,242.96 for the Housing Choice Voucher program. Motion carried unanimously.

Cash Position Statement:

Erland reported he drew down all remaining Operating Subsidy funds for Low Rent from ELOCCS in December. Motion by Scullion seconded by Burcar to accept and place on file the 01/25/2011 Cash Position Statement. Motion carried unanimously.

Operating Statements:

Erland reported that each project is carrying a surplus FYTD however COCC is running a deficit. Motion by Zoller and seconded by Burcar to accept and place into record the November, 2010 Operating Statements. Motion carried unanimously.

TAR Reports:

Erland reported that even though a surplus is shown for the month of November there are significant issues in TARS that he is reviewing. Erland noted that there is a high percentage of residents with monies owed to MHC at Lake Superior Village. Erland also noted to the Board he has directed the Project Managers not to enter into repay agreements with Residents absent his written approval and he has provided them with a form to utilize for this purpose. Burcar responded she felt this was a good idea. Erland also noted that he is more closely scrutinizing bad debt write offs and will need more information from the Project Manager prior to making any recommendations to the Board to write off. Discussion ensued on ensuring MHC is cost effective in its approach to collecting debts. Motion by Scullion and seconded by Burcar to accept and place into record the TAR Reports. Motion carried unanimously.

Summary of Project Performance:

Erland noted to the Board the unit turn average is higher at LSV and he is concerned about this because unit turn average is demonstrative of execution of planning and organization. Erland also informed the Board that the unit turn average at LSV may be higher because the Project Manager had been using exempt days inappropriately to reduce unit turn times and Erland informed LSV in October they could no longer use that as a mechanism to reduce turn time. Erland also identified to the Board what unit down time means and that HUD does not want to see any down time in the reporting. Erland reported to the Board the HCV Program remains over-utilized in budget. Erland also informed the Board this issue began early in Calendar year 2010. Erland reported that the metrics which should have been monitored by the previous HCV Program Coordinator were not and that in concert with that the variables that position is required to monitor, which determine how much money MHC pays to assist a program participant, were clearly not being assessed. Erland noted to the Board that our own internal audit of files and software databases in conjunction with the HUD CAP coming forward will posture MHC to repair and strengthen this

program. Erland also identified to the Board the need for resolution 2011-4 thus his recommendation to adopt same. Motion by Zoller seconded by Burcar and carried unanimously to accept and place on file the December, 2010 summary of Project Performance for Pine Ridge, Lake Superior Village and the Housing Choice Voucher program.

Resolution
2011-4

Motion by Burcar and seconded by Scullion and adopted unanimously to authorize the Executive Director to access HCV program reserves.

Resolution
2011-5

Motion by Scullion seconded by Burcar and adopted unanimously to amend the Board schedule. All MHC Board meetings will remain on the 4th Tuesday of each month, (unless otherwise noted on the existing schedule), and the start time will be 5pm.

Directors Report

Erland reported the following: 1. MASS submission to HUD has been completed and accepted. 2. Section 3 reporting completed. 3. Annual report to the City of Marquette completed and submitted. 4. MHC received its transition year assessment score. 5. Anderson Tackman will be on site February 8th and 9th to complete our audit. 6. Unit certifications for Cap-Fund 2011 have been completed. 7. Erland continues to meet regularly with the Project Managers. 8. Low Rent is showing a surplus for the month of November. 9. HCV remains over utilized, (resolution 2011-4). 10. Recommendation to the Board to change the meeting time, (resolution 2011-5). 11. MAHPI, it is inconclusive at present how much time Erland will have to devote to this endeavor and MAHPI is very low on funds. Erland told the Board that the grant writing process for this is very tedious and that if MAHPI had the money his recommendation would be to hire a grant writer with a proven track record of success in securing these grants. 12. Erland hopes to put out RFP's for IT Services and appliances in February.

Adjourned

5:25pm

Respectfully submitted, Eric Erland