



*Executive Director
Eric Erland*

MARQUETTE HOUSING COMMISSION

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BOARD OF COMMISSIONERS

William Jeeves, President

Marion Scullion, Vice President

Sue Burcar

Caroline Jordan

Penni Zoller

Meeting Minutes March 22, 2011

- Call to Order:** The meeting was called to order by President Jeeves at 5:08pm
- Members Present:** Jeeves, Scullion, Burcar, Jordan. Zoller joined at approximately 5:40pm.
- Members Absent:** None
- In Attendance:** Eric Erland, Jack Thornton, Carol Howard
- Quorum:** Yes
- Approval of Minutes:** Motion by Burcar seconded by Scullion to approve the February, 22, 2011, regular meeting minutes. Motion carried unanimously.
- Public Comment:** Jack Thornton. Mr. Thornton, for the 2nd month in a row, began to speak about the topic of an ongoing personnel issue at MHC. President Jeeves responded to Mr. Thornton stating that MHC could not legally comment.. Mr. Thornton changed topics and provided numerous disparaging remarks about the current MHC Administration including the main office staff. Mr. Thornton also stated he is unhappy at the use of temporary help at the Commission from the Community of Marquette labor force. Mr. Thornton stated he has been a resident of Pine Ridge for 13 years but he will be vacating his unit.. Mr. Thornton was thanked by President Jeeves for taking the time to comment..
- Bills:** Erland noted to the Board that the HCV check listing will be presented each Board meeting versus in the Board packet in advance of the meeting so that the HCV accounting month can remain open as long as possible due to the fact those checks are

now cut out of the HDS software program. Motion by Scullion and seconded by Burcar to approve and authorize payment of bills as follows: \$58,878.74 from the general fund and \$16,488 for the April Housing Choice Voucher program. Motion carried unanimously.

Reports

Cash Position Statement:

Erland noted to the Board that the amount debited from the River Valley Savings account was credited back to the account. The amount was debited for a request for a replacement statement in advance of the recent audit.

Operating Statements:

Erland noted that Low Rent is running a surplus through the five months of this fiscal year however HCV continues to run a deficit. Motion by Scullion and seconded by Burcar to accept and place into record the January and February, 2011 Operating Statements. Motion carried unanimously.

TAR Reports:

Summary of Project Performance Low Rent and HCV

Erland reported that Debbie Maki has five straight months of zero delinquencies and that Debbie continues to thank the residents for their efforts in paying rent on time. Erland also reported that the delinquency rate at LSV was significantly reduced during the month of February due to the efforts of Debbie Maki and Lisa Zahn. Erland also reported to the Board that more than \$9,000.00 in vacate charges were not processed by the LSV Project Manager, in writing, under State of MI Law and the MHC Lease. While MHC will attempt to collect these monies, (and MHC has collected some already), Erland is concerned that ultimately MHC may need to write off these accounts but also informed the Board MHC will not do so until pursuing appropriate legal means that is cost effective to collect this money. Erland also noted that in addition to not putting the charges in writing to former residents the LSV Project Manager also ordered refunds to be disbursed to residents whom vacated owing a balance. Commissioner Jordan asked isn't that what Security Deposits are for? Erland responded that the LSV Project Manager should not have requested checks to be cut to residents until the balance letters were provided and due to this fact, the LSV Project Manager asked for refunds to be granted in cases where they should not have been.. Erland also noted that during Project Managers meetings he strongly recommended that the Project Managers complete a pre move out inspection with Residents. In doing so, this would be helpful to identify to a resident preparing to vacate the conditions in the unit that exceed normal wear and tear for which they would be charged and provide them an opportunity to mitigate these charges. Erland also noted

that to provide the Resident with this information allows the Resident an opportunity to follow through and complete repairs. This in turn could theoretically cut down on unit turn time, (the make ready portion). Erland noted there were no, (0), write offs recommended to the Board for this month. Erland reported that the occupancy rate as LSV has met the 97% threshold for the first time this fiscal year and he expects this positive trend to continue. Erland noted that the unit turn time at LSV is expected to improve due to the fact that an aged turnover has now been completed by staff and is leased up. Erland reported that the maintenance staff is doing a great job in completion of routine work orders and a phenomenal job on emergency work orders. Scullion asked Erland to thank the maintenance staff for their hard work and Erland responded he would be pleased to do so. Erland reported that the wait list for LSV for the first time this fiscal year has an adequate numbers of applicants in proportion to the unit portfolio and the LSV wait list has become significantly stronger due to the decision of Interim Project Manager Lisa Zahn to place the ad into the Mining Journal hard copy and online version. Erland reported he included the unit portfolio breakdown in this Board Report because Commissioner Zoller had asked Erland for specific numbers last month. Erland stated to Zoller that he should have told her last month he did not know the exact numbers but should have added he knew where to obtain them. Erland reported that lease enforcement citations were issued and the residents cited complied with the notices. Erland reported that all re-certifications are current however it has been revealed through completion of recent re-certifications at LSV that some were not completed properly the previous year. Erland stated he would report more on this to the Board next month. Erland reported that the HCV Program remains over utilized in funds, however utilization costs are coming down slowly, but that he continues to work with HUD on the CAP, (Corrective Action Plan). Erland informed the Board of the measures to date MHC has taken to continue to remedy this issue and will continue.. Erland reported that staff is stretched right now due to circumstances but is very encouraged at the team oriented work and initiative he is observing.

Motion by Scullion and seconded by Burcar and carried unanimously to accept and place on file the February, 2011 TARS Report.

Motion by Zoller seconded by Jordan and carried unanimously to accept and place on file the February, 2011 Summary of Project Performance for Low Rent and HCV Rental Assistance.

**Executive
Directors Report**

Erland noted that Anderson Tackman has not returned to complete the audit. Burcar asked if Erland knew what the hold up was. Erland responded he knew they had lost a staff member but aside from that did not know why they have not returned as of yet. Erland stated it is his understanding MHC has until June for the audited financial submission to be provided to HUD. Erland reported that Pine Ridge had some boiler and heating issues since the last Board meeting and that vendors were called in to complete this work. Erland reported that Debbie Maki held a building meeting and Pine Ridge on Friday, March 18th and that it was a very positive and constructive meeting. Erland also noted that it is a great mechanism for residents to attend and have an opportunity to speak to MHC about issues and concerns at the Project Level.. Erland reported he had provided Greene County PHA with two letters to inform them MHC can no longer pay for the port out processed by the former HCV Program Coordinator but has received no response to date from that PHA. Erland reported he is working on the shortfall issue and there remains a lot of work to shore up the HCV Program. Erland reported that he may need to request a payment standard waiver from HUD eventually that will need to be Board approved but will know more in the coming weeks if this will be necessary. Erland reported that the HUD Financial Analyst provided him with a template letter in the event Board approval is required. Erland reported on the email received from HUD regarding Operating Subsidy Reserves. Erland stated MHC will continue to spend normally while HUD sorts out what it is going to do on this issue.. Erland reported that Karen Kasprak will be leaving her position at the YFSC and did not know as of the Board meeting date who the replacement for her will be.. Erland reported that MHC is currently looking for training opportunities in Fair Housing for all staff and that this is a training that should be conducted annually. Erland reported that suit has been filed against MHC by a former program participant of the HCV Program and he will keep the Board informed how, if at all, this progresses.

Miscellaneous

President Jeeves brought up the training opportunity for Commissioners in May. Jack Thornton in attendance as a visitor, commented that everyone seated at the meeting table should attend. Commissioner Jeeves noted to Mr. Thornton that the public comment section of the meeting had come and gone.

Adjourned

6:08pm

Respectfully submitted, Eric Erland