



*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 November 23, 2010**

**Call to Order:**            The meeting was called to order by President Jeeves at 4:12pm

**Members Present:**        Jeeves, Scullion, Zoller, Jordan

**Members Absent:**        Burcar - Erland noted Sue Burcar called him on Sunday to say she would be out of town.

**In Attendance:**            Debbie Maki, Tammy Shega, Loy Houle, Jeff Harry, David Wiegand, Lisa Zahn, Eric Erland

**Quorum:**

**Approval of Minutes:**        Motion by Zoller seconded by Scullion to approve the October 26, 2010, regular meeting minutes. Motion carried unanimously.

**Public Comment:**        None

**Bills:**                        President Jeeves had questions about several bills noted on the register. Erland noted the variances on the register for reimbursement to the City. Motion by Zoller and seconded by Scullion to approve and authorize payment of November, 2010 bills as follows: \$169,866.20 for the general fund, \$5,573.08 for the Capital Fund and \$16,135 for the Housing Choice Voucher program. Motion carried unanimously.

## **Reports of Committees**

### **Cash Position Statement:**

Erland noted that the CD which expired in November was renewed at M Bank and that is reflected on the CPS, (cash position statement). Erland also informed the Board a new bank account was established specifically for Roof Rental Income received by MHC and this is also reflected on the Cash Position Statement. Motion by Scullion seconded by Burcar to accept and place on file the 11/23//2010 Cash Position Statement.

### **Operating Statements:**

Erland noted to the Board that the October operating statements are not yet completed. Motion by Scullion and seconded by Zoller to accept and place on file the Fiscal Year 2009 Operating Statement Motion carried unanimously

### **TAR Reports:**

Erland asked Shega if she was pursuing wage garnishment on accounts as a practice. Shega responded she is on two of them but the third is out of State. Jeeves asked if it was possible to pursue this account. Shega responded she was unsure exactly where the former resident moved and that residents hold their final rent payment to assist them with their moving costs. Motion by Zoller seconded by Jordan to accept the TARS reports and write off the following: Lake Superior Village: three accounts totaling: \$1,469.27

### **Summary of Project Performance:**

Motion by Zoller seconded by Jordan and carried unanimously to accept and place on file the November summary of Project Performance for PR and LSV.

### **HCV**

Motion by Zoller seconded by Jordan to accept and place on file the HCV November program report.

### **Youth and family Services center**

Erland noted that he had contacted Karen Kasprzak about the timing of the newsletter and calendar. Karen informed him she would be willing to email the newsletter and calendar to the Board members. Erland stated he would follow up with Karen to inquire if she could send them by regular mail so that the Board would have the current month's information in advance of the MHC Board meeting.

### **Executive Directors Report**

Jordan noted to Erland that Pelto used to provide a written narrative for this report. Erland responded that he would do so in future meetings. Erland informed the Board of the following: 1. MHC

has undergone some recent staffing changes since the last Board meeting. Lisa Zahn has been hired as Executive Assistant-Housing Choice Voucher Program Coordinator. Carolyn Sironen resigned from MHC effective November 11<sup>th</sup>. Erland noted it is not clear at this time if the position needs to be filled and he has requested that both Project Managers complete a master task list of recurring monthly needs for him to assess how MHC can best meet resident needs and adhere to our budget. A maintenance position was eliminated at Lake Superior Village due to fiscal need. Erland is hopeful that in refining our asset management business model, there are methods of efficiencies that Erland has identified and addressed with both Project Managers and confident MHC can continue to provide excellent customer service and also be fiscally responsible. 2. Debbie Maki collected 100% of accounts receivable for the month of November and was recognized for this effort. 3. A CD was renewed at M Bank. 4. Erland has submitted two letters to HUD regarding access to information for the Section 811 application that was denied. There was no MAHPI meeting this month as no quorum was established. 5. Erland will be visiting the Youth and Family Services Center at the invitation of Karen Kasprzak to speak to the kids and let them know what MHC does and how this beneficially impacts their lives. This visit will be in December. 6. Erland will have MHC's annual report to the City in December. This has been delayed due to the timing of receipt of the fiscal year financials. 7. Erland addressed at length the condition of the HCV Program. He stated that utilization of the vouchers was not adequately monitored by the previous HCV Program Coordinator and as a consequence MHC is over utilized in terms of budget. Erland noted also he had addressed this issue with the former Coordinator in early September. 8. An email was received from HUD regarding HCV net restricted assets. Erland explained that this amount cannot exceed one month of operating reserves. 9. SEMAP submission has not yet been completed and MHC has 60 days from fiscal year end to complete this. Erland noted this has not yet occurred because he has been working with the new HCV Coordinator to complete an internal audit of the program. 10. Erland noted to the Board that due to the financial concerns of the HCV program, that the Fair Market Rent limits currently in effect remain in effect until a new study is performed next year and at that time market conditions will be reviewed in conjunction with the MHC program budget. 11. Erland noted that the file protocol and organization of the HCV program files was neglected by the previous HCV Program Coordinator and as a consequence this has also impeded progress towards SEMAP submission. It was also noted that it will take some time for the new Coordinator to be able to completely remedy this very

important issue and Erland sees continued need for the temporary worker at MHC to assist with this process. 12. Erland reported that program payments were also missed by the previous Coordinator and that those missed payments are on the December check run being approved by the Board this month. 13. Erland reported that families on the waitlist will be told the wait for a Voucher will be, at minimum, one year and that the waitlist will for now, remain open however, there are no new voucher briefings scheduled. 14. The new printer for the Pine Ridge Library and internet resource room was installed Monday, November 22, 2010. Zoller stated she thought there was to be one printer for each computer. Jeeves asked Erland if the printer was connected to all of the computers and Erland responded yes. Jeeves stated he thought this would be sufficient. 15. Section 3 reporting will be completed by the end of this month. Bonnie Pelto, former MHC Director came to MHC last week to train Erland on the reporting methods. 16. Erland noted to the Board he is meeting with the Project Managers weekly to assess and discuss operations and staffing needs. 17. Erland reported he is looking into more efficient and economic ways for MHC time reporting. This includes how staff time is reported, reviewed and data-based. This is important for many reasons including the information MHC must provide to our fee accountant which results in very laborious clerical work to break out metrics that the fee accountant needs. Erland also noted he had contacted Sue Bohor at the City to inquire if there was a formal agreement between MHC and the City to administer payroll, MERS, and Medical but has not yet received an answer. 18. Ryan Veith, our fee accountant and his wife Sandy who both work in the Public Housing arena, are tentatively scheduled to come to MHC to provide input and recommendations which may further assist MHC to automate thus streamline Public Housing and HCV program operations. 19. Erland has prepared a letter to send to Marquette Board of Light and Power due to an electrical issue discovered at LSV during excavation for the front concrete stoops during modernization work. 20. Erland reported that he has worked with MHC's website designer and administrator, Josh Petrovic, to include a page link where the Union can access the Board meeting packet in advance of the meeting. Erland noted he emailed this information to John Thomas of AFSME last Friday although the link was not yet established by the web administrator; Erland emailed a scan of the packet. Erland also noted that there is one printed copy of the Board packet for public view at Pine Ridge. 21. Erland reported that technological costs are presently under assessment and that it is very likely an RFP for services will be issued sometime in January, or February, 2011. 22. Erland reported to the Board that he has checked with River Valley Bank to find out if they have a bill auto

pay feature. Erland explained this type of feature would still provide MHC with the same internal controls presently utilized as the Board would need to still approve all monthly bills paid. The difference would be that the process of “cutting” checks would greatly minimize staff time in what is a very labor intensive task with quick books. Erland would seek Board approval to enter into a “beta” testing of a limited number of vendor payments for at least one or two months to assess more closely the benefit of this system. Erland noted he had been to River Valley Bank to seek general information about how these systems operate and was told multiple businesses within the City are utilizing these systems. Erland also noted that MHC has contacted HDS, our housing authority software provider to inquire if they have a check writing module that is more user friendly than quick-books and that this is an option that needs more exploration. 23. Erland reported that the LSV Modernization program is now fully completed. All Cap-Fund money for 2008 and 2009 has been expended, (except for our debt service). Bonnie Pelto has provided details of the project close out and her correspondence to MHC and it is included in this months Board Report. 24. Erland reported that in order to proceed any further with the MOU from James Child’s Architect’s for the Pine Ridge Cap-Fund waste piping project that because resident relocation would be needed during this project that an RFP for relocation would need to occur first so that MHC can factor this cost into the project. 25. Erland reported to the Board he will be in Green Bay, WI for the UPHO Conference December 7<sup>th</sup>-9<sup>th</sup>.

**Adjourned**

5:17pm

Respectfully submitted, Eric Erland