



# MARQUETTE HOUSING COMMISSION

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

*Executive Director  
Eric Erland*

*BOARD OF COMMISSIONERS*

*William Jeeves, President*

*Marion Scullion, Vice President*

*Sue Burcar*

*Caroline Jordan*

*Penni Zoller*

## **Meeting Minutes December 13, 2010**

- Call to Order:** The meeting was called to order by President Jeeves at 4:12pm.
- Members Present:** Bill Jeeves, Marion Scullion, Sue Burcar, Caroline Jordan.
- Members Absent:** Penni Zoller
- In Attendance:** Dave Pelto, Bonnie Pelto, Eric Erland
- Quorum:** Yes
- Approval of Minutes:** Motion by Scullion seconded by Burcar to approve the November 23, 2010, regular meeting minutes. Motion carried unanimously.
- Public Comment:** None
- Bills:** Erland noted that the December General Fund bill amount was lower than last month due to the fact MHC has not yet received the reimbursement billing from the City. Erland reported that the electrical main disconnect for the Elevator's was replaced at Pine Ridge, (\$545.20). Jordan asked a question at the request of absent Board member, Zoller, regarding the Bay College Billing. Erland responded that this was an initiative undertaken during Bonnie Pelto's tenure where MHC took out a loan for energy improvements at Lake Superior Village and Pine Ridge and this has been a recurring bill since. Jordan noted that it looked like only the December HAP payment checklist had made it into her Board packet. Erland stated that all three programs are now on one excel document in 3 worksheets and that he would print all three program

check listings and mail those to each Commissioner. Motion by Jordan and seconded by Scullion to approve and authorize payment of December, 2010 bills as follows: \$37,701.96 for the general fund, \$3,660.34 for the Capital Fund and \$16,581.74 for the Housing Choice Voucher program. Motion carried unanimously.

## **Reports**

### **Cash Position Statement:**

Erland noted that two CD's have matured and he will be working on their renewal this week. Erland also noted the operating fund draws were completed after the Cash Position Statement was finished for the Board report which reflected a lower balance this period. Motion by Scullion seconded by Burcar to accept and place on file the 12/13//2010 Cash Position Statement. Motion carried unanimously.

### **Operating Statements:**

Erland noted there are none to accept and place on file this month as they have not been completed yet by our fee accountant. The November and December operating statements will be included in the January Board report and meeting.

### **TAR Reports:**

Erland noted he had received communication from the LSV Project Manager that she had met with an Attorney to pursue collection on some accounts. Erland noted however that he has not received any numbers from the Project Manager that would substantiate that the legal fees involved in pursuing the accounts would make it cost effective for MHC to pursue these delinquencies and is waiting for that information. Jeeves noted that MHC should not want to spend money if it is not going to be cost effective. Jordan asked what MHC can do if someone does not pay and Erland noted several options including reporting to EIV so that a former MHC resident or program participant cannot receive assistance from another PHA until they satisfy their debt to MHC. Erland noted he had a conversation with the new Director at Munising during the UPHO Conference in Green Bay whom informed Erland MHC would be receiving a check from a former tenant whom applied for assistance in Munising as an example of how valuable EIV can be to MHC and other PHA's throughout the County. Motion by Jordan seconded by Burcar to accept the TARS reports and write off the following: Lake Superior Village: two accounts totaling \$582.60

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

Erland noted that in the new main body of the Board Packet, the summary of project performance is the same information the Board is accustomed to receiving however the data is now in table format and shows both the month being reported and the fiscal year to date numbers for each category listed. Erland also noted that the Board

should expect narrative summaries in the future along with the table information. Motion by Scullion seconded by Burcar and carried unanimously to accept and place on file the November summary of Project Performance for Pine Ridge, Lake Superior Village and the Housing Choice Voucher program.

**Executive  
Directors Report**

1. MHC's MASS submission is in draft form and ready to submit, pending approval of Resolution 2011-3, which is recommended for approval so that Erland can validate this electronic transmission to HUD. 2. SEMAP: No submission is necessary this year. MHC has only 50 contracted voucher units under our Consolidated Annual Contributions Contract. Because of this, MHC falls under the Deregulation Rule identified in PIH Notice 2003-21 Section III.B. 3. Annual Audit: Erland has contacted Anderson Tackman and they plan to contact MHC this or next week to set up a date for MHC's audit. 4. Erland noted that HCV program funds are still over utilized and this will take time to remedy but is being watched carefully. 5. Erland also noted that he has been meeting with the Project Managers weekly and providing them with significant input through these regular meetings to more fully understand their responsibilities and roles in Resident, Property, and Fiscal Management of their Projects and their staff under the Asset Management Business Model. Jordan voiced concern over the recent personnel layoff at LSV and was wondered if the project is sufficiently staffed and that the recent reduction in maintenance staffing is impacting unit turn rates. Erland noted that unit turns have been on the rise at LSV since the start of the new fiscal year and this trend began while LSV was staffed with 3 full time maintenance workers, a part time maintenance worker and a part time office assistant. Erland also reported that under HUD ratios, LSV is fully staffed with maintenance personnel to perform routine, emergent, preventative and make ready work orders. Erland explained his concern is that the tools and resources available to the project are not being identified and utilized for effective and efficient planning and organization at the project and that it is key that these be utilized as he has discussed and Directed the Project Manager to assist in achievement of success at the Project Level.

<b><u>Resolution 2011-3</u></b>	MASS submission to HUD. Motion by Scullion and seconded by Burcar to authorize the Director to validate the MASS submission to HUD. Resolution adopted unanimously.
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<b><u>Adjourned</u></b>	5:20pm
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Respectfully submitted, Eric Erland

**Marquette Housing Commission Statement Mission Statement**

*To provide safe, sanitary, affordable housing to low and moderate income individuals and families; and to promote personal responsibility and self-sufficiency to residents while maintaining fiscal integrity. Also, to provide adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.*