



*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

April 26, 2011

Call to Order: The meeting was called to order by President Jeeves at 5:02pm

Members Present: Jeeves, Scullion, Burcar, Zoller. Jordan joined at
approximately 5:25pm.

Members Absent: None

In Attendance: Jacini Bennet, Elizabeth Damiano, Debbie Maki, Eric Erland

Quorum: Yes

**Approval of
Minutes:** Motion by Burcar seconded by Scullion to approve the March, 22,
2011, regular meeting minutes. Motion carried unanimously.

Public Comment: None

Resolutions Resolution 2011-5A. Erland noted this was on the agenda this
month thanks to Commissioner Scullion pointing out last month that
due to the Board change in time, the Bylaws would need amending.
Motion by Zoller and seconded by Burcar to adopt resolution 2011-
5A. Carried unanimously and signed by President Jeeves..
Resolution 2011-6, MHC Board Bylaws Amendment regarding the
order of business reported to the MHC Board. Erland explained he
felt it was important that irrespective of whom the Director is at
MHC or the Board Composition that it is necessary and important to
ensure the business as identified in the resolution is reported
Monthly to the Board. Erland noted that the Board format reporting
that MHC has transitioned to more closely mirrors the types of
information MHC reports under MASS submissions and it is

beneficial to the Board to have this data on a monthly basis. Motion by Scullion and seconded by Burcar to adopt resolution 2011-6. Carried unanimously and signed by President Jeeves. Resolution 2011-7, annual civil rights certification from MHC to HUD. Motion by Zoller and seconded by Scullion. Carried unanimously and signed by President Jeeves. Resolution 2011-8, 2008 Capital Fund close out modernization certificate. Erland noted that all funds have been obligated and expended for this grant and that HUD requires this submission prior to the end of April. Motion by Zoller and seconded by Scullion to adopt resolution 2011-8. Carried unanimously and signed by President Jeeves.

Bills:

Erland noted that MHC has spent money on training materials for Nan McKay. He stated this was important because with new staff and limited staff resource in time it is the most effective training method available right now. Zoller asked if MHC could contact Nan McKay with questions and Erland responded that MHC will receive automatic updates from Nan McKay for some of the items purchased. Erland also noted there was a check to a sporting goods store and this was a result of Lisa Zahn purchasing nets for the basketball hoops at LSV. Zoller asked if all of the poles and things were there and Erland responded yes. Erland also noted that new employee Elizabeth Damiano has stepped into the check writing process seamlessly due to training provided by Lisa Zahn and that even bills received the morning of the Board report had been processed, coded and checks remitted. Commissioner Scullion remarked that was wonderful. Motion by Burcar and seconded by Zoller to approve and authorize payment of bills as follows: \$105,389.05 from the general fund. \$19,975.82 for the April Housing Choice Voucher program. \$12,860.65 for the Cap-Fund Program. Motion carried unanimously.

Reports

Cash Position Statement:

Erland noted to the Board that MHC's CPS remains very strong.. Motion by Scullion and seconded by Burcar to accept and place the April, 2011 CPS on file. Motion carried unanimously.

Operating Statements:

Erland noted that Low Rent is running a surplus through the fiscal year however HCV continues to run a deficit. Motion by Zoller and seconded by Scullion to accept and place into record the March, 2011 Operating Statements. Motion carried unanimously.

TAR Reports:

Erland reported the following to the Board: The occupancy summary report looks excellent for March. Lake Superior Village

***Summary of
Project
Performance Low
Rent and HCV***

is above 97% for the 2nd straight month and at 100% occupancy. Erland also noted the unit turn rate at LSV dropped dramatically and that David Wiegand has done an outstanding job in this area. Erland also noted that although the unit turn rate at LSV remains above targeted goals that it is obvious the Project is headed in the right direction and he hopes this momentum will be sustained in the wake of Lisa Zhan's resignation from MHC. Erland noted these positive changes are due to the teamwork of Debbie Maki, Lisa Zahn Jacini Bennett and LSV maintenance staff. Erland also noted that maintenance at both Projects continues to perform very capably in work order completion. Erland addressed applications received, customer traffic, evictions, lease enforcement activity and the status of recertification's at MHC per the main Board Report. Erland also noted that he is extremely pleased with the TARS report for the reporting period and emphasized that Debbie Maki and Lisa Zahn have made remarkable progress in this area at LSV. Erland noted to the Board that the LSV wind damage issue from last Fall has been corrected. Erland also noted that additional work has been completed due to initiative by Lisa Zahn as related to parking issues at LSV and that resident response has been extremely positive. Erland also noted there is an initiative under way started by Lisa Zahn that will be completed by Debbie Maki to ensure the lots are striped to better assist residents and visitors "where" to park. Zoller asked if the parking issue during the Winter time was mainly due to people parking across lines. Erland responded it was his understanding the issues were chiefly due to inadequate snow removal. Erland also reported that due to the effort of Debbie Maki, the LSV CSSR reporting has also been markedly improved. Burcar and Scullion remarked they were extremely pleased to see that the Project has taken a turn for the better and asked Erland to thank the staff on behalf of the Board and Erland promised he would do so. Erland noted the HCV Program remains in shortfall. Erland also noted that he did not speak with Willie Garrett as he had hoped to on April 21st but had spoken to Mr. Garrett the morning of the Board meeting and hoped he would still connect with him by the end of the week. Erland also stated it is very possible that HUD may insert HUD staff for technical assistance as HUD is aware of the issues Erland has encountered at LSV as well as the HCV Program. Scullion remarked she felt this looked like a win/win situation. Erland noted that MHC has obligated its last payment to the Youth and Family Services Center for this fiscal year and that check is identified in the check listing. Motion by Scullion and seconded by Burcar and carried unanimously to accept and place on file the March, 2011 TARS and Summary of Project Performance for Low Rent, the HCV and Cap-Fund Programs.

**Executive
Directors Report**

Erland noted that Anderson Tackman has not returned to complete the audit and the deadline for our audited submission to HUD remains June 30. Erland summarized the points in the Director's Report to the Commission. Erland noted again to the Board the excellent work done by Lisa Zahn Debbie Maki and supportive staff at LSV and that all key indicators are now heading in the right direction. Erland reported the elevator at Pine Ridge was down and due to age and difficulty obtaining parts it was repaired as quickly as possible and that Debbie Maki and staff were right on it and communicative with the Residents. Erland noted that HUD has provided him with an updated action plan for the HCV Program and that HUD Staff remains extremely supportive on this issue. Erland reported he would be in court Friday, April 29th due to a suit filed against MHC by a former program participant of the HCV program. Erland also noted he had spoken with John Thomas, AFSCME Union Business Agent and informed Mr. Thomas MHC intended to undertake an initiative to create an Injury, Illness and Prevention Awareness Program. Erland informed the Board that staff has already selected a Chair and Co-Chair and that they will identify safety topics and meet at least each pay day to keep safety in mind as it directly relates to their roles here at MHC. Erland discussed MAHPI and that, for the time being, MAHPI is in hibernation. Erland identified some of the strategic issues moving forward at this time but felt that given the right circumstances at some point, unknown right now, MAHPI could move forward.

Miscellaneous None

Adjourned 5:45pm

Respectfully submitted, Eric Erland