

MARQUETTE HOUSING COMMISSION
Meeting Minutes
August 23, 2011

The meeting was called to order by Vice President Scullion at 5:08 PM.

Present: Scullion, Jordan, Zoller

Absent: Burcar

In Attendance: Bill Jeeves

Motion by Zoller, seconded by Jordan, to move Article VIII, G., up on the Agenda as the first item to be covered. Bill Jeeves was asked to come forward. Motion by Jordan, seconded by Zoller, to present the Certificate of Appreciation to Bill Jeeves for his years of service to the Marquette Housing Commission. Pictures were taken.

Pelto asked if Resolution 2011-13, Line item revision to the ACOP be added to the agenda. The Board agreed.

Approval of Minutes: Motion by Jordan, seconded by Zoller, to adopt the July 26, 2011, regular meeting minutes, the Special Meeting Minutes of August 3, 2011, and the Special Meeting Minutes of August 10, 2011. Motion carried unanimously. The Special Meeting Minutes were not approved pending more information on who made the motion and second regarding Erland's Separation Agreement. This matter will be laid over to the September meeting.

Public Comment: None

Bills and Communications, Check Register: Motion by Jordan, seconded by Zoller, to approve and authorize payment of \$197,350.40 for the General Fund and \$14,807.29 for the Housing Choice Voucher Program. Motion carried unanimously.

Cash Position Statement: Pelto reported that she and Marion Scullion moved \$475,369.82 from mBank and deposited it with North Country Bank and Trust Thursday, August 18, 2011. This was necessary because mBank informed Pelto they would no longer pledge assets for funds over \$250,000 (FDIC limit). The MHC experienced a penalty for the four CDs that had to be cashed in because they had been invested for a 24 month period (at 1.64%) and the maturity dates were for 2012. Penalties were \$502.35, \$2,114.86; \$504.45 and \$504.45. Motion by Zoller, seconded by Jordan, to approve the Cash Position Statement for 8/18/2011. Motion carried unanimously.

Executive Director's Report:

Recruitment: Pelto reported she had received 6 applications as of 8/23 and a call from the director of a HC in the UP. Susan Bohor, Human Resources, City, suggested running

an ad in the Michigan Municipal League Website as well as contacting Jess Sobel to get it on the MSHDA Website. Good idea. Pelto will wait to see what we get for applicants through tomorrow and if an inadequate number is received, she will do as Bohor suggests.

Insurance Bid: One (City Insurance, MML) has been received. Bid deadline is August 31, 2011.

PHA Annual Plan: Pelto will be working on this beginning Thursday, August 25 but, because the public comment period must be 45 days, she probably won't be able to finish it by the end of September when she is supposed to be gone.

Audit: Pelto reported the formal copy had been received last week, the auditor charged \$600 over the contract price of \$6,200. Shane Ellison told Pelto the \$600 difference is for the added work due to the stimulus funds the MHC had received. Pelto has asked Ellison to put that in writing.

Contract with James Child's Architect: Pelto explained James Childs Architects Memorandum of Understanding dated September 24, 2010, suggesting the MHC combine the replacement of waste piping with replacement of cabinets and asbestos flooring which would cause relocation of residents. James Leblang, our architectural representative has never been given direction or received a response regarding this Sept. 24, 2010, proposal. Pelto talked with the Project Manager Deb Maki and David Wieland, Maintenance, for their opinion. They feel combining the cabinet replacement with waste piping replacement would be the way to go but, they suggested, that the flooring be removed during a turn over. This makes good sense. Pelto will need to work out with HUD a relocation plan so days as a result of construction work won't count against us on turn around time. What Pelto has done in the past regarding this type of work is to hold vacant apartments for use as temporary relocation units. Residents would be partially moved into the relocation unit (for a week or two) while work is done in their apartment. Once work is done, they are moved back into their original apartment. Not everything would be moved out of their original apartment and they would have the freedom of going in to get additional things if necessary, at the end of the day after the contractor has finished work. The concensus of the board is to follow this plan and direct Pelto to pursue this plan of action.

REAC Inspections: Although high performing PHAs (of which we are one) usually get inspected every two years, HUD is now conducting inspections of all PHAs, using this as a "base year". Pine Ridge is scheduled for inspection November 8 and Lake Superior Village will be inspected Nov. 9. We are lucky to have Steven Foote as the inspector; he has done the inspections for us the past two times and is a reasonable gentlemen. Deb Maki and maintenance staff have been informed.

Weatherization Program: They have asked for a contribution from the Marquette Housing Commission a \$50,000 contribution for Pine Ridge and \$35,000 from Lake Superior Village. This would go toward boiler and water heater replacement at Pine

Ridge and for Lake Superior Village, it would go toward furnace and water heater replacement. Pelto has included these amount in the 2011 budget revisions.

Look Realty, Steve Pelto: This case (filed in Feb. 2, 2007) on behalf of MAHPI, it will go to a hearing October 13, 2011, in Traverse City. Pelto will see if she can get the venue changed to Marquette. If it can't be changed, Pelto will ask for reimbursement of mileage, meals and lodging.

Other: None

Report of Committees:

Project Manager Reports/TARS: Motion by Zoller, seconded by Jordan, to approve and place on file the July 31, 2011, Project Manager Reports. There were no TARS to be written off for this period. Pelto reported that Community Service compliance by the Project Manager is taking place during annual recertifications. Motion carried unanimously.

Cap Fund: Although Pelto has applied for access, it has not been granted so she is unable to draw down funds for Operating Subsidies or Capital Fund.

Operating Statements: Motion by Zoller, seconded by Jordan, to approve July Operating Statements. Motion carried unanimously.

OLD BUSINESS: None

NEW BUSINESS

Signature Cards: The signature cards for River Valley Bank, Northern Michigan Bank & Trust, and mBank were passed around for signatures by the board. Pelto will mail these to Sue Burcar for signature since she is absent.

2011 Budget Revision # 4, 2012 Budgets: Motion by Zoller, seconded by Jordan, to approve Resolutions 2011-11A, B, C, D and 2011-12 A, B, C, and D. Motion carried unanimously. This covers budget revision # 1 for Pine Ridge, Lake Superior Village, and the Cost Center. It also covers the 2012 budgets for Pine Ridge, Lake Superior Village and the Cost Center.

Audit, FYE 2010: Motion by Zoller, seconded by Jordan, to approve and authorize its submittal to HUD. Motion carried unanimously.

Authorization for Bonnie J. Pelto to Handle Investments, Resolution 2011-10: Motion by Jordan, seconded by Zoller, to pass resolution 2011-10. Motion carried unanimously.

Special Meeting: The Board agreed to hold a special meeting for two reasons: Review applications for the Executive Director's position and to award the Insurance Bid. This meeting will be held Wednesday, August 31, 2011, at 3:00 PM.

Certificate of Appreciation: This was awarded earlier in the meeting. Motion by Jordan, seconded by Zoller, to present this Certificate of Appreciation to Bill Jeeves for his 11 years on the Marquette Housing Commission Board, many of them serving as its President. Motion carried unanimously.

Resolution 2011-ACOP Amendment: Peltó explained that the ACOP currently provides that a resident involved in a transfer, has 14 days to move from one unit to the next. These 14 days count against the turn around time and lessens the amount of rent that the MHC could collect because, in effect, the resident is holding two units but pays rent on only one. So the MHC is losing money. Peltó had prepared a resolution that reduces the transfer time to two days. Zoller stated she could not support such a change and needs more time to think about it. Peltó will bring this back to the board at its next meeting because we need to look at it and consider a reasonable change.

Authority to Hire and Fire: Motion by Jordan, seconded by Zoller, to give Peltó the authority to hire or fire staff. Currently, the MHC employs through Manpower an Administrative Assistant for LSV who has been working for 7 months; perhaps the MHC should consider putting her on the MHC staff as opposed to Manpower. Motion carried unanimously.

Executive Session: Motion by Zoller, seconded by Jordan, to adjourn into Executive Session. Motion carried unanimously.

Motion by Zoller, seconded by Jordan, to adjourn out of Executive Session and back into regular session. Motion carried unanimously.

Motion by Jordan, seconded by Zoller, to ask the Union for an extension as it relates to the Tammy Shega case. Motion carried unanimously.

Adjournment: Motion by Jordan, seconded by Zoller, to adjourn at 8:35 PM. Motion carried unanimously.

Bonnie J. Peltó

Special Meeting Minutes
August 31, 2011

The meeting was called to order by Vice President Scullion at 3:00 PM.

Present: Scullion, Burcar, Jordan, Zoller

Absent: None

In Attendance: Buzz Tiseo, City Insurance; John DePetro, City Commission

Award Insurance Bid: Motion by Zoller, seconded by Burcar, to award the insurance bid for period of 10/1/11 to 9/30/12 for \$36,688 (before dividend of \$4,721). Motion carried unanimously.

Progress of Executive Director Recruitment efforts: Pelto distributed the following items to the Board:

Her summary of the 9 current applicants

Copies of each applicant's submission

Pelto advised the board to use the "number" assigned to each applicant when discussing it in open session. Pelto gave her input on specific applicants based on some background reference checking she had done. Also, she placed an ad on the Michigan Municipal League's website which started August 29 and will run through Sept. 16. In addition, UPHO and MI NAHRO have run the notice of the extension of deadline to apply on their websites.

Pelto will get copies of any applications received to the board for their review. The Board agreed to meet at 5 PM on Monday, Sept. 19, 2011, to discuss all applicants and decide who to interview.

Executive Session: As allowed under the Open Meetings Act, 15.268 (a), (c), (e). Motion by Zoller, seconded by Burcar, to go into executive session at 3:23 PM. Motion carried unanimously.

Motion by Burcar, seconded by Zoller, to adjourn into regular session. Motion carried unanimously.

The board moved from the conference room back to the community room.

Motion by Zoller, seconded by Jordan, to direct Eric Erland to make the response to the Step III of the Grievance Hearing held August 22, 2011 and to have said response to Pelto by Friday, Sept. 2, 2011 (close of business)and; in the event Erland fails to do so, Pelto is authorized to submit the edited response prepared by Dave Kempner dated August 30, 2011 and; to offer Tammy Shega the 3rd revised draft of the Settlement Agreement, with a change to page 3 of 5, B. Employer agrees, bottom paragraph. Such

change is an offer of \$10,000 inclusive of all accrued leave. Motion carried unanimously.

Motion by Zoller, seconded by Burcar, to adjourn at 6:35 PM. Motion carried unanimously.

Bonnie J. Peltz

Special Meeting Minutes
September 19, 2011

The meeting was called to order by Vice President Scullion at 5:00 P.M.

Present: Scullion, Burcar, Jordan, Zoller

Absent: None

In Attendance: Bonnie Peltó, Interim Executive Director

The purpose of the meeting was to review applications for the position of Executive Director and choose candidates for interview. After careful deliberation and discussion, it was decided to consider applicants # 9 & 13, to direct Bonnie Peltó to check out candidate # 4 and if comments are favorable to set # 4 up for interview. The application for candidate # 10 is to be held in abeyance until the outcome of # 4, 9 and 13 are interviewed. Interviews are to be set for Thursday afternoon, Sept. 22, 2011, with Monday, Sept. 26 anytime, as an alternate date.

Motion by Burcar, seconded by Zoller, to adjourn at 5:50 PM. Motion carried unanimously.

Bonnie J. Peltó