

MARQUETTE HOUSING COMMISSION  
Minutes  
February 23, 2010

The meeting was called to order by Vice President Scullion at 4:08 P.M.

Present: Scullion, Jordan, Zoller , Burcar

Absent: Jeeves

In Attendance: Michael Dvorscak, Carolyn Sironen, Tammy Shega

Approval of Minutes: Motion by Jordan, seconded by Burcar, to approve the January 26, 2010, regular meeting minutes as presented. Motion carried unanimously.

Public Comment: Tammy Shega asked that staff have input into the hiring of the new director, she feels it is in the best interest of the MHC and MAHPI.

Bills and Communications: Motion by Zoller, seconded by Jordan, to approve and authorize payment of February 2010 bills totaling \$95,497.25 for General Fund, \$15,592.36 for Capital Fund; and \$15,509.15 for the Housing Choice Voucher Program. Peltó explained the bills that were out of the ordinary. Motion carried unanimously.

Communications: ICF Macro was here Thursday 2/18 and Friday, 2/19, to conduct a Quality Control Study on rental assistance subsidy determinations. Information gathered will be passed on to HUD, we are not likely to hear anything as a result of this study.

Operating Subsidy: The MHC received a letter from HUD regarding operating subsidy for Pine Ridge (\$96,455) and Lake Superior Village (\$154,082) to cover February through May, 2010. Operating Subsidy Calculations by PHAs are required to be submitted by mid-March so these figures are simply estimates.

A congratulatory letter was received from HUD for obligating the ARRA funds within the timeline set by HUD. Not only did the MHC have all the funds obligated, they were also spent – well ahead of schedule.

Cash Position Statement: Motion by Zoller, seconded by Burcar, to accept and place on file the 2/16/10 Cash Position Statement. Motion carried.

Operating Statements: Motion by Zoller, seconded by Burcar, to accept and place on file the Jan. 31, 2010 Financial Statements. Motion carried unanimously.

TAR Reports: Motion by Jordan, seconded by Zoller, to accept the TAR reports and write off the following two accounts, continuing our efforts to collect:

145-17	\$ 910.98
221-19	\$ 787.08
Total	\$1,698.06

Motion carried unanimously.

Summary of Project Performance: Motion by Zoller, seconded by Burcar, to accept and place on file the Summaries of Project Performance for Pine Ridge and Lake Superior Village. Scullion commented that they looked very good. Pelto explained that Unit Turnaround reporting is a little different, the report now reflects the actual number of days of turn around time (make ready and lease up time) to correspond to the PHAS/MASS submittals. Motion carried unanimously.

#### EXECUTIVE DIRECTORS REPORT

2010 LSV Exterior Improvements: Nothing to add beyond what was in her written report.

ACOP, Dwelling Lease, Annual Plan: The Resident Advisory Board meetings held by the Project Managers will occur on March 2, 2010 with notices to be in the Monthly Newsletters that go out this week. Pelto will conduct the Public Hearing (ad will run in the Newspaper) from 3 to 4 PM on the same date, March 2, 2010. RAB has a 30 day comment period, the public has 45 days.

HCV Funding: Pelto reported we had received notice from HUD regarding funding for CY 2010 in an amount of \$151,655. HAP for Jan. 2010 was \$15,661.00. If that amount were to continue we would need \$187,932 for the entire year, \$36,277 more than we would receive. Our reserves stand at \$50,3030.83 as of 1/31/10. Pelto contacted Beth Sarber at HUD and as a result has submitted a request for additional funding, we have no idea if we will qualify, and if we do what amount or when we might receive it. It is advisable not to reduce our reserves less than one month's HAP. As a result, Pelto has instructed Dvorscak, HCV Coordinator, to hold lease ups to not more than 39. We will still have to dip into our reserves but not at the rate we would if we continued to put people on the program. HAP for February is between \$14,000 and \$15,000. Pelto cautioned the board to keep an eye on this matter as the year progresses.

#### REPORT OF COMMITTEES:

Pine Ridge: No change.

Lake Superior Village: No change.

Voucher Program: A participant dropped off the program today so Dvorscak will add one who recently attended an orientation session.

Youth and Family Center: If you look at the reports (Nov. – Jan.) you will note an increase in participants and average attendance each month.

## OLD BUSINESS

Changing Banks: Pelto reported she bid out the project Feb. 17, proposal deadline is 3/12, they were sent to mBank, Peninsula, River Valley, Citizen's, Range, and Northern Michigan. Wells Fargo was not included because they will not sign the HUD 51999 and credit unions will not collateralize nor pledge assets so they were not included.

## NEW BUSINESS

Executive Director's Ad: Motion by Zoller, seconded by Jordan, to authorize & direct Pelto to advertise the position (using a combination of the two drafts) in PHADA's Advocate and in the NAHRO Monitor, and to establish a sub committee of two MHC Board members and two MAHPI Board members whose job it will be to:

- Discuss and set a range of salary to offer candidates
- Discuss what fringe benefit program to offer candidates
- Discuss whether to have a contract with the director or not
- Discuss how to involve staff in the process
- Once applications are received by candidates, review them and select those they think should be interviewed
- Make these recommendations to the full board who makes the final decision

Motion carried unanimously. Caroline Jordan, Penni Zoller (MHC) & Dotti Lewis (MAHPI) volunteered to serve on this committee. Pelto will contact Bischoff (MAHPI) to determine the second MAHPI representative.

PHAS (MASS), Public Housing Assessment System, Combined: Motion by Jordan, seconded by Burcar, to approve Resolution 2010-19. Motion carried unanimously.

UPHO Spring Conference: Pelto reported Dvorscak and she would be attending. Penni Zoller stated she would like to attend. Pelto was advised to contact Jeeves about his interest in attending.

NCRC, Indianapolis: The Board, by concensus, advised Pelto to attend and to bring the information back (especially concerning Succession Planning) to the board.

Audit: Motion by Zoller, seconded by Jordan, to accept the 9/30/09 audit recently completed by Anderson Tackman and Company. Motion carried unanimously.

Policy Review: Motion by Jordan, seconded by Zoller, to adopt the Community Service Policy (Resolution 2010-14); Doubtful Accounts (Resolution 2010-15) and Funds Transfer Policy (Resolution 2010-16). Motion carried unanimously.

Adjournment: Motion by Burcar, seconded by Zoller, to adjourn at 5:23 PM. Motion carried unanimously.

Respectfully submitted, *Bonnie J. Pelto*

