



MARQUETTE HOUSING COMMISSION

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*Executive Director
Eric Erland*

*BOARD OF COMMISSIONERS
William Jeeves, President
Marion Scullion, Vice President
Sue Burcar
Caroline Jordan
Penni Zoller*

Meeting Minutes June 28, 2011

- Call to Order:** The meeting was called to order by President Jeeves at 5:04pm.
- Members Present:** Jeeves, Scullion, Burcar, Jordan. Zoller joined late during closed session..
- Members Absent:** NONE
- In Attendance:** Lloyd Dupras
- Quorum:** Yes
- Approval of Minutes:** Motion by Scullion seconded by Jordan to approve the May 24, 2011, regular meeting minutes. Motion carried unanimously.
- Public Comment:** None
- Closed Session** Motion by Burcar seconded by Scullion to enter closed session. Motion by Burcar seconded by Zoller to end closed session.
- Resolution 2011-9** Erland addressed to the Board why this resolution is on the agenda and the importance to the current HCV Program Participants. The reduction waiver will save MHC significant monthly HAP expenses and assist to ensure that MHC does not have to begin termination of assistance to families due to the shortfall issue. Zoller asked Erland if the resolution was written as HUD wants it and Erland responded the Resolution is informative and has all of the relevant information HUD will need to observe the MHC Board has approved the payment standard waiver. Erland noted that if-when HUD approves the waiver, MHC will need to send out blanket letters to all program participants and Landlords. Zoller stated she would like to have a "sample" of that letter. Erland noted to the Board

several other factors for why the waiver was needed emphasizing that approval of the waiver would be needed to ensure MHC remained in compliance with the CAP HUD has implemented with MHC due to the high risk assessment of the program.

Bills:

Motion by Scullion and seconded by Burcar to approve and authorize payment of bills as follows: From May 25, 2011 through June 22, 2011 \$94,202.22 from the general fund and. Motion carried unanimously. Erland noted to the Board that checks for HCV had been ordered and he expected a check run to be completed prior to the Board meeting however the checks had yet to arrive at MHC. Once in, the check run would be completed and Erland will contact one of the Board members to request they come to the Administrative Offices to sign the check run.

Reports

Cash Position Statement:

Commissioner Burcar asked Erland why CD's 3 and 4 at M Bank did not show a gain versus the last reporting period. Erland noted that this is most likely due to the date the CPS was completed by him and that the monthly interest had not yet hit. Erland provided the supporting documentation to Commissioner Burcar which was a print out of the present CD Balance for both as of June 9, 2011. Motion by Jordan and seconded by Scullion to accept and place the June 9, 2011 CPS on file. Motion carried unanimously.

Operating Statements:

Commissioner Burcar inquired about the COCC Financial Statement. Upon review of the Operating Statement provided it was determined that indeed the COCC statement was not present. Erland apologized and informed the Board he knew he received the information from the FEE Accountant and temporarily left the meeting to print the Combining Project Based Balance Sheet with the COCC Financial Information and provided a copy to each Board Member. Burcar noted that the COCC looks like it is doing well and Erland agreed and noted that Low Rent is also doing well but HCV remains the lone problem area at this time. Erland also noted to the Board the initiative under way by HUD in regards to capture of excess operating reserves and that MHC along with other PHA's across the Country doesn't really know what will happen ultimately with this issue and that it is a discouraging development at best. Motion by Zoller and seconded by Scullion to accept and place into record the May, 2011 Operating Statements. Motion carried unanimously.

TAR Reports:

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

Erland reported that the delinquency rate at LSV continues to improve due to the efforts of Debbie Maki. Commissioner Burcar asked Erland to thank Maki on behalf of the Board for all of her good work at LSV and PR and Erland promised to do so. Erland noted that MHC is also billing LSV residents monthly for excess utility consumption and believes this will better assist residents to not fall behind on these payments, (versus quarterly billing). Burcar noted she thought this was a good idea. Erland also reported that Debbie Maki had entered into "formal" written repayment agreements that are data-based in the HDS software which is extremely important and there are specific amounts identified on the re pay agreement as well as a schedule of payments and end date for each re pay agreement. Erland reviewed the Main Board Report content and informed the Board that the numbers for each metric continue to improve, especially the unit turn rate at LSV. The Board was pleased there were no write off's recommended again for this past month. Erland noted that the utilization for HAP expense he expects to be reduced for the July, 2011 check run and through completion of a review of the run it appeared MHC's utilization would be reduced to about 106% of HAP allocated and this is good news.

**Executive
Directors Report**

Erland noted that Anderson Tackman did return to MHC to complete MHC's audit. Erland informed the Board that he made a decision to purchase a retirement gift for Lloyd Houle, (using non federal assets), and that Lloyd was a valued employee and he was very appreciative of the gift. President Jeeves noted that Erland had sent the Board a letter informing them of this and that President Jeeves wanted it included in the meeting minutes the Board approved of this decision.

Miscellaneous

Erland noted that President Jeeves had requested re appointment to the MHC Board however was apparently told by Mayor Kivela that he Mayor wants to go "in a different direction." Erland noted that the service that President Jeeves has provided in his position is a remarkable achievement and demonstrates his commitment to the Community of Marquette.. Erland also noted that he believes it is along with other recent events, is a decision that will note bode well for the future of MHC and its program participants and residents and will initiate a domino effect. Jeeves responded that he feels Erland has done a good job while serving as Director and Erland thanked him for his support.

Adjourned

6:05pm

Respectfully submitted, Eric Erland