

MARQUETTE HOUSING COMMISSION
Minutes
March 23, 2010

The meeting was called to order by President Jeeves at 4:05 P.M.

Present: Jeeves, Scullion, Jordan, Zoller , Burcar

Absent: None

In Attendance: Michael Dvorscak, Jamie Tomczyk (River Valley Bank), Shelby Bischoff (mBank)

Approval of Minutes: Motion by Zoller, seconded by Burcar, to approve the February 23, 2010, regular meeting minutes as presented. Motion carried unanimously.

Public Comment: None

Bills and Communications: Motion by Zoller, seconded by Jordan, to approve and authorize payment of March 2010 bills totaling \$78,352.48 for General Fund, \$20,166.21 for Capital Fund; and \$14,365.09 for the Housing Choice Voucher Program. Pelto explained the bills that were out of the ordinary. Motion carried unanimously.

Communications: Pelto read the e-mail of March 22, 2010, from Assistant Secretary, Sandra Henriquez, HUD, Washington, stating "I know it has not been easy and I recognize that for some of you, getting a call from the Assistant Secretary might have been stressful. However, I hope receiving this email of congratulations makes it all worthwhile Please extend my deepest gratitude to your staff and to your Board of Directors."

Cash Position Statement: Motion by Scullion, seconded by Burcar, to accept and place on file the 3/11/10 Cash Position Statement. Motion carried.

Operating Statements: Not available. Fee Accountant is working on SAGIS (operating subsidy calculations) which are due the end of March. (including MHCs). The board will get February and March reports at the April meeting.

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

254-12 \$174.22

Motion carried unanimously.

Summary of Project Performance: Motion by Jordan, seconded by Scullion, to accept and place on file the Summaries of Project Performance for Pine Ridge and Lake

Superior Village. Pelto reported a correction to the PineRidge report – rent collections are 1%, not 4% as shown (it is correct on the TAR report). All things look good – customer traffic, lease enforcement, turnover time, recertifications, occupancy, completion of work orders. Year to date utility reports are attached (gives 3 year comparisons) Motion carried unanimously.

EXECUTIVE DIRECTORS REPORT

2010 LSV Exterior Improvements: The ads will run April 5 & 6, April 12 & 13; pre-bid walk through is scheduled for 8 AM April 21; bid deadline will be 8 AM, May 12; board approved a special meeting for Monday, May 17, 2010, 4 PM to award contract.

RAB Meetings/Public Hearing: The 45 day comment period ends April 16. The board can expect to have in their April Board Packet the Annual Plan (with 5 year CF plan); Admissions and Continued Occupancy Policy and Dwelling Lease Agreement.

Audit Response: The Board's packet included a copy of Pelto's response addressed to Lucia Clausen, HUD, Detroit, dated March 4, 2010, which pointed out that the MHC had taken corrective action at the time of the audit.

HCV Funding: Pelto reported we have received no word yet from HUD on our request for additional funding. We are holding our lease ups at 39.

REPORT OF COMMITTEES:

Pine Ridge: No vacancies, 39 on the waiting list.

Lake Superior Village: No vacancies, 16 on the waiting list.

Voucher Program: 39 under lease, 43 on the waiting list with an additional 13 unprocessed applications.

Youth and Family Center: January and February reports distributed: 71 participants, 35 daily average attendance of children.

OLD BUSINESS

Search Committee: Pelto distributed the PHADA Advocate and NAHRO Monitor in which the ads have run for a new Executive Director. The Search Committee held it's first meeting on March 4, will meet again 3/25, 4/01, 4/08, 4/29. Eight resumes have been received. Pelto recommends we not consider one particular resume because the applicant used his current Housing Authority's envelope and postage meter to submit his application, not an ethical thing to do. Pelto is keeping minutes of the Search Committee meetings. The Search Committee will likely have some recommendations for the board in April.

NEW BUSINESS

Pelto had distributed a copy of the Great Lakes Center for Youth Development/LSV YFC Board (Judy Watson-Olson) and YMCA (Lisa Coombs-Gerou) letter requesting that the MHC continue its financial support of \$25,000 each year for operation of the Youth and Family Center in years 2011-2013. This is to continue to be matched 1:1 by funds the LSV board and YMCA raises in the community. They further suggested an increase in the amount. Pelto explained that the Annual Plan that the board will be asked to act on at the April meeting needs to reflect these amounts if that is the desire of the board. Pelto further recommended that the board approve the \$25,000 and not increase it – an increase could be granted later if funds allowed. Due to recent HUD communications, doing away with the Capital Fund is being considered by the administration. Motion by Jordan, seconded by Zoller, to budget \$25,000 for each year (2011-2013) using Capital Funds, subject to funding. Motion carried unanimously.

Changing Banks: Jamie Tomczyk, River Valley and Shelby Bischoff, mBank, each offered to answer any questions the board may have about their proposals. Pelto reported that 5 proposals were received: Northern Michigan Bank & Trust, River Valley, Citizen's, mBank, and Range Bank. Pelto had prepared a spreadsheet identifying each bank and how they compared to the RFP. In so doing, she recommended Northern Michigan, Citizen's and Range Bank be ruled out, leaving River Valley and mBank. Pelto also had prepared and reviewed with the board a 'pros and cons' of each of the proposals from River Valley and mBank. The Board elected to lay this item over to the April meeting and directed Pelto to send each board member a copy of the proposals from mBank and River Valley, her spreadsheet, her list of pros and cons, and to find out who is on each of these two bank board. Jamie Tomczyk and Shelby Bischoff stated they would 'hold' their proposals through the April meeting.

Employee Handbook: Motion by Scullion, seconded by Jordan, to approve the March 1, 2010, Employee Handbook, prepared by Pelto (the first Employee Handbook for the MHC) with a change on page 2, 4th paragraph, last line which should read, "who brings a claim of (delete sexual) harassment or is otherwise involved in such a claim. Motion carried unanimously.

Personnel Policy: Pelto explained that the Employee Handbook impacts the Personnel Policy. The Personnel Policy will only apply to non-union employees which are the Executive Director and Administrative Assistant/HCV Coordinator. Pelto expects to have the Personnel Policy available for board action in April. Union staff work a 40 hour work week, non-union staff are paid for a 38.5 hour work week (this was the practice when Pelto started in 2000). That will need to be addressed. The board suggested everyone work a 40 hour work week.

Deceased Tenant Policy: Motion by Jordan, seconded by Zoller, to approve Resolution 2010-24, Deceased Tenant Policy. Motion carried unanimously.

Obsolete Items: Motion by Jordan, seconded by Zoller, to approve Resolution 2010-20, Obsolete Items. Motion carried unanimously.

Bits of interesting pieces of information: Pelto had included in the board packet a summary of changes proposed to transform public housing (PHADA Advocate) and Capital Funds (reverting to competitive grant applications as opposed to the current allocation method). Pelto had prepared for this meeting an analysis of what it is currently costing HUD (operating subsidy and capital funds) annually vs what it would cost if all public housing were converted to project based vouchers. In such calculation she used the current average rent paid by residents by bedroom size and by development (PR and LSV); the current fair market rents established by HUD by bedroom size to determine what subsidy we would expect, plus an administrative fee. Using this method, it would appear that operating as public housing costs \$515,925 more per year. If converted to the Voucher Program, the units would not be eligible for operating subsidy nor capital funds. It is also possible that not all 253 units would continue to have vouchers – it is possible that if and when a resident chose to move out that they could take the voucher with them and use it elsewhere, the unit (ours) that they vacated would then have to be rented unsubsidized, in competition with the private market, which could be a problem due to the small size of our apartments.

In the past ten years, the MHC has received \$5,892,538.16 in Capital Funds. (includes 2009).

Lake Superior Village Utility Allowances: Motion by Jordan, seconded by Zoller, to adopt Resolution 2010-22, Utility allowances, effective April 1, 2010. Motion carried unanimously.

Other: At Penny Zoller's suggestion, the board agreed they should send a letter of thanks to NMU Student United Way who used their spring break to work at the Lake Superior Village Youth and Family Center.

UPHO Conference, April 22, 2009, banquet: Jordan and Burcar wish to attend. Pelto will make the arrangements.

Public Comment: None

Adjourn: Motion by Zoller, seconded by Burcar, to adjourn. Motion carried unanimously.



Respectfully submitted, *Bonnie J. Pelto*