



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 May 24,, 2011

- Call to Order:** The meeting was called to order by President Jeeves at 5:00pm
- Members Present:** Jeeves, Scullion, Jordan, Zoller
- Members Absent:** Burcar
- In Attendance:** Jeff Harey, Lloyd Dupras, Eric Erland
- Quorum:** Yes
- Approval of Minutes:** Motion by Zoller seconded by Scullion to approve the April 26, 2011, regular meeting minutes. Motion carried unanimously.
- Public Comment:** None
- Closed Session** Motion by Zoller seconded by Jordan to enter closed session.
Motion by Zoller seconded by Jordan to end closed session.
- Bills:** Motion by Scullion and seconded by Jordan to approve and authorize payment of bills as follows: \$76,599.14 from the general fund and \$13,365.00 for the Housing Choice Voucher program. Motion carried unanimously.
- Reports**
- Cash Position Statement:** Motion by Jordan and seconded by Scullion to accept and place the May, 2011 CPS on file. Motion carried unanimously.
- Operating** Erland noted that Low Rent continues to run a surplus however the

Statements:

HCV program continues to run a deficit. Motion by Scullion and seconded by Zoller to accept and place into record the April, 2011 Operating Statements. Motion carried unanimously.

TAR Reports:

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

Erland reported the following to the Board: The delinquency rate at LSV continues to improve. Erland noted that now, for the 3rd straight month, there are no write offs recommended to the Board. Erland also noted the amount of write offs exceeds what the Board has approved and noted he has previously identified to them "why" this has occurred. Erland noted the PASS score and informed the Board it is very likely MHC will be inspected this year under the new PHAS interim rule. Erland reported he has discussed with the maintenance staff specific items REAC would look for and that he is confident will have the projects well prepared for any inspection. Erland noted the vacancy report continues to improve as the numbers reflect in the report. Erland noted that the work order report looks excellent in terms of the number of work orders being completed. Jeeves thanked the maintenance staff in attendance for their hard work. Erland noted that the applications received, customer traffic and evictions are all self explanatory per the report. Erland noted Debbie Maki was in court last Friday and MHC will obtain possession of one unit back on June 3 and the other resident will have until June 3 to pay the balance due in full. Erland noted that all re-certifications are up to date. Erland reported that HCV remains over utilized in terms of money and that MHC continues to work with HUD on the CAP, (corrective action plan), and that HUD remains supportive of MHC and that MHC is following the CAP. Erland identified to the board the HCV program summary metrics and what those mean and how that process works. Erland noted that the Cap-Fund projects table is a screen shot from ELOCCS which shows all of the modernization programs and amounts obligated/expended year to date. Erland reported he received from HUD last week the close out certificates from HUD for Cap-Fund years 2007 and 2008. Erland reported he had been to meet with the new YFSC Director, Sue Belanger twice and that both meetings were very productive and he is encouraged that the line of communication seems to be enhanced with the arrival of Sue. Zoller asked if she had been in that position before and Erland responded yes. Erland also told the Board the YFSC wants to put up a sign to identify the community garden plots and they also want to place a composter on site.

Executive
Directors Report

Erland noted that he has sent formal correspondence to Anderson Tackman requesting a response as to a date when they would return and has not received a reply. Erland noted he has discussed the issue with HUD at the Regional level and plans to follow the directive of how to proceed to get the auditor back to finish the MHC audit which the audited submission is due by the end of June, 2011. Erland reported that Lloyd Houle has offered his resignation to MHC due to retirement. Erland noted the job is posted, and ad has been placed into the Mining Journal and the information was of the opening was also sent to Michigan Works. Erland reported that Management at LSV continues to improve markedly and that several initiatives have been started and he identified numbering of the mailboxes and re-paving and striping of the parking lots and basketball court. Zoller asked if any mail had been lost due to no numbers on the boxes. Erland responded he had no way of knowing the answer to that question. Jeeves noted to Zoller that MHC would not know the answer to that question as that would be the responsibility of the postal service. Erland reported that Debbie Maki has passed her Public Housing Management Certification which is a great achievement for her and the agency. Erland noted that Maki has been working with an organization called Clear Results to obtain weatherization improvements for LSV and Pine Ridge. Maki has completed and submitted the application for LSV and is almost done with the application for Pine Ridge. Erland identified some of the benefits could consist of new refrigerators, etc. Erland noted he did formally correspond with Mr. Willie Garrett in writing and received a reply immediately which paved the way for MHC's PHRS, Mr. Ron Wooster to be on site to review the HCV Program. Erland noted that he had posted the open position of Executive Assistant, Housing Choice Voucher Program Coordinator and that there was one applicant, Elizabeth Damiano and she was offered and accepted the position. Zoller stated she objected to this. Zoller stated that the Board should have been involved in this hiring practice under the terms of the non union personnel policy that the Board approved in October, 2010. Jeeves notes to Zoller that the Board does not conduct hiring or termination of any MHC employee save for the Executive Director. Jeeves indicated that if this is indeed in the policy it needs to be amended. Erland noted to Zoller that if she could identify in the policy where she believes this information exists that she provide that to Erland. Zoller also asked "where" the position was posted. Erland responded it was posted at Pine Ridge and also at Lake Superior Village. Zoller asked, why not the mining journal. Erland responded it was an "internal" posting. Zoller asked what the rate of pay that was being provided to this position and Erland stated to

Jeeves he believed he could not answer that question and Jeeves agreed. Zoller responded, "I'll be looking into that." Erland reported that MHC prevailed on the TRO issued by Legal Aid against MHC and that he has contacted MHC's Attorney for an update on the next hearing date and has not yet received a reply. Erland noted that he did make a last minute decision to attend the UPHO Conference in Harris, MI as he believed MHC needed presence at the conference. A motion was made to adjourn however, Zoller and Jordan brought up the issue of "where" is the public comment section at the end of the meeting. Erland responded that the Board, by resolution, the previous month adopted into the By-Laws the reporting format and reminded the Board that irrespective of whom the Director is or composition of the Board that these are the kinds of details the Board needs to know. Erland also noted that he has not seen other PHA's have a public comment section at the end of a Board meeting. Zoller remarked that the public comment section at the end allows person in attendance to comment on items that were addressed during the meeting and she felt this was important for "transparency". Erland responded that the Board meetings are open and thus, transparent to those whom attend. Zoller asked how people could comment on agenda items if there was no public comment section at the end. Erland responded that approved Board meeting minutes are available on the MHC website and moreover they could do so at the following Board meeting. Zoller stated, "in one month"? Erland responded "yes", because the Board meets once per month. Jeeves suggested that the issue be tabled until the return of Burcar at the next meeting.

Miscellaneous None

Adjourned 6:30pm

Respectfully submitted, Eric Erland