

Marquette Housing Commission
Meeting Minutes
November 29, 2011

The meeting was called to order by Commissioner Lewis at 5:15 P.M.

Present: Jordan, Lewis, Kivikko, Rosenburg

Absent: Zoller

In Attendance: Emily Coyne, Rima Randall

Approval of Minutes: Motion by Lewis, seconded by Jordan, to approve the minutes of October 25, 2011, as written. Motion carried unanimously.

Motion by Lewis, seconded by Jordan, to approve the special meeting minutes of November 11, 2011, as written. Motion carried unanimously.

Public Comment: None

Election of Officers: Motion by Lewis, seconded by Jordan, to move Election of Officers under Public Comment. Motion carried unanimously.

Zoller submitted a letter to the Board nominating Jordan as President. Lewis nominated Jordan as President. Motion by Lewis, seconded by Jordan, to elect Jordan as President of MHC. Motion carried unanimously.

Jordan nominated Lewis as Vice President. Motion by Jordan, seconded by Lewis, to elect Lewis as Vice President of MHC.

Bills and Communications: Motion by Jordan, seconded by Lewis, to approve and authorize payment of \$101,869.00 for General Funds and \$14,207.00 for the Housing Choice Voucher Program. Motion carried unanimously.

Kivikko voiced that Compudyne, MHC Information Technology Carrier, has been working with our computer systems and concern about tenant library computers on administrative office network. Compudyne installed a separate network specifically for our library.

A&F Construction was paid \$3,200 for roof damage at Lake Superior Village; MHC has already received insurance funds.

\$2,787.50 was paid to Pence & Numinen, P.C. for HCV legal expenses.

Cash Position Statement: Motion by Lewis, seconded by Jordan, to accept and place on file the November Cash Position Statement. Kivikko pointed out that M-Bank balance

stated N/A because she could not access amount of funds, and she is still working with M-Bank in the removal process of Erland and Pelto from accounts.

Kivikko advised River Valley Bank CD matured on November 19, 2011 CD was transferred to Superior Iron Range Community Credit Union in the amount of \$109,520.56 with a dividend rate of 1.75% and APY of 1.76%.

Lewis voiced Cash Position Statement is in good standing and healthy.

Operating Statement: Kivikko voiced that MHC has not received Financials for October or November. Ryan Vieth, Housing Accountant informed Kivikko we should receive them November 30, 2011. Year End has not been received either.

TAR Report (Tenant Account Receivable): Motion by Lewis, seconded by Jordan, to write off the 4 accounts totaling \$1,533.12. Motion carried unanimously. Kivikko voiced that these accounts have been transferred to collections in an attempt to collect debt. Kivikko stated that Tenant Accounts Receivable and the Summary of Project Performance will be separate reports from now on, creating a reader friendly version.

Summary of Project Performance: Motion by Lewis, seconded by Jordan, to accept and place on file the November, MHC Property Management Report. Motion carried unanimously.

Lewis voiced she thinks the Project Performance Report is beneficiary as it measures success and daily operations reflecting funds.

Kivikko advised that she would like to see a newer version of the Project Performance Report in which the boards wants to keep; occupancy, vacancy turnover, work orders, applications received, evictions, lease enforcements, recertification, and tenant collections.

Kivikko voiced that Rosenberg will be generating a HCV report monthly. Housing Choice Voucher Program Waitlist opened on November 28, 2011, and is currently accepting applications.

Executive's Director's Report:

LSV Youth and Family Center-Match request: Kivikko informed a request has been for an \$8,000 of matching fund money. The money will come from the 2011 Capital Funds Account which has yet to be released by HUD.

Motion by Lewis, seconded by Jordan, to match funds of \$8,000 when funds are available. Motion carried unanimously.

Weatherization Program: Kivikko reported that the Weatherization project has been wrapped up at Lake Superior Village, all furnaces have been replaced and the insulation is completed. At Pine Ridge two water heaters have been replaced, as we were informed they will cut costs by 40%. Kivikko advised reports will be generated after a year to determine the difference. 119 refrigerators will arrive at PR on December 6, 2011, which will give the Project Manger time to inform tenants in advance. The refrigerators that will be removed are required to be recycled by the Weatherization Program. After research Sears is the only retailer that recycles refrigerators. The large hold tank, which is wrapped in asbestos, remains in place for now. It was reported that there was no asbestos needed to be removed beyond the contractors that were on site.

Arbitration: Kivikko voiced that the Shega case will be going to arbitration Kivikko has contacted MHC lawyer to determine how to move forward with case, with a discussion of the option to present Shega with another separation agreement. The union and MHC will have to agree on an Arbitrator by December 2, 2011. Kivikko informed board that she and her husband are acquaintances of Mr. Dompierre. She reports the MHC lawyer is aware of situation and has no concerns with the situation.. Under Union Contract, Shega would receive back in wages from her termination date, minus any unemployment wages received. Kivikko advised she unsuccessfully attempted to contact the Union Representative.

REAC Inspection: Kivikko informed that both LSV and PR had REAC inspections completed the second week of November. Kivikko expressed her gratitude of the inspection scores; high performance. PR received a score of 98% with the only concern of a unit on the 3rd floor with window blockage. LSV received a score of 90% with a concern about 2 smoke detectors in LSV common areas. Kivikko also advised that all PHAs had REAC inspections this year and does not intend on another inspection for 3 years.

Wage Increase: Kivikko informed that Rosenberg has passed 3 exams and received three certificates: Eligibility, Income and Rent Calculation, Occupancy, and HQS Inspections. Board advised that a recommendation needs to be brought forth.

Capital Fund Financing Program: Kivikko informed that all the necessary paperwork has been submitted for the 2012 Capital Fund. Kivikko voiced that Capital Funds Accounts are used for major renovation projects. 2010 capital funds were utilized, 2011- stacked plumbing, kitchen cabinets. Despite the efforts of getting everything submitted to HUD by November 14th, the paperwork was just beginning to be reviewed on November 22nd. Mark Spooner from HUD reports that everything appears to be in order and expects to notify Kivikko sometime in December when funds will be able to be available.

The stacked plumbing projects required 4 vacant units at a time, in which tenants will need to be relocated to another vacant unit for completion of plumbing. MHC needs

HUD approval for relocation of tenants. Mark Spooner needs to discuss the temporary relocation with Willie Garrett, Detroit HUD Director. He requested another letter describing the plan in which Kivikko sent on November 22, 2011.

Kivikko still does not have access to eLOCCS, therefore no funds have been drawn down or committed. Kivikko will continue to work with HUD to remove both Pelto and Erland from the accounts. HCV accounts automatically draws down funds. Ryan, Accountant has no concerns about funds at the moment.

Training: Kivikko advised she completes her one week of training to obtain her certification as a Public Housing Manager. Also, the training was very informative to her, bringing back several ideas and questions for staff. She will be hearing in the next couple weeks about passing of the examination.

Old Business: None

New Business:

December Meeting Place-date and time: All present at the meeting decided December 20, 2011 at 5:00 P.M. in community room at MHC for December Board Meeting.

Resolution 2012-7 Agenda: Motion by Lewis, seconded by Jordan, to approve new agenda. Motion carried unanimously.

Resolution 2012-8 Payment Standard: Motion by Lewis, seconded by Jordan, to approve and adopt Payment Standard. Motion carried unanimously.

Resolution 2012-9 Utility Allowance: Motion by Lewis, seconded by Jordan, to approve and adopt new utility allowance for HCVP. Motion carried unanimously.

Resolution 2012-10 Personnel Policy Amendment: Motion by Lewis, seconded by Jordan, to approve Resolution 2012-10. Motion carried unanimously.

Other: Kivikko advised that MHC received a check from Michigan Municipal for \$4,721 for a dividend deposited into the General Funds Account.

Civil Rights Discrimination Lawsuit: Kivikko voiced that MHC has received a Civil Rights Suit from a Manpower employee assigned to LSV to complete maintenance work. The Manpower employee was given 2 warnings by Manpower for inappropriate interactions with tenants. Kivikko advised that MHC Attorney has been notified and forwarded all the appropriate documentation. Further discussion will go into Executive Session during December Board Meeting.

Presentation to Commissioners: Committee is required to report to the Marquette City Commission on March 26, 2012 with a ten minute PowerPoint presentation. Kivikko advised that the City Commission wants to know what their appointees are accomplishing

and to learn if they're encountering obstacles that the Commission might help them overcome. Further information will be discussed at a later date.

Public Comment: Tenant Community Event during holidays such as a potluck, Kivikko informed to come down to the office during office hours to plan a possible potluck. Concerns about moving apartments for plumbing project, Kivikko stated it will be necessary when the construction happens. Tenant requested bigger kitchens and more cabinets.

Adjournment: Motion by Lewis, seconded by Jordan, to adjourn at 7:13 PM. Motion carried unanimously.

Respectfully submitted,

*Heidi Rosenburg
Executive Assistant*