

Marquette Housing Commission

Meeting Minutes
December 20, 2011

The meeting was called to order by President Jordan at 5:10 P.M.

Present: Jordan, LaJoye, Zoller, Coyne, Kivikko, Rosenberg

Absent: None

In Attendance: None

Approval of Minutes: Motion by Zoller, seconded by LaJoye, to approve the minutes of November 29, 2011, as written. Motion carried unanimously. Zoller discussed previous meeting minutes.

Public Comment: None

Bills and Communication: Zoller had a questioned a check issued to Marquette Housing Commission. Kivikko advised HCV account was reimbursing general funds account. Motion by LaJoye, seconded by Zoller, to approve and authorize payment of \$58,660.06 for General Funds, \$47,200.43 for the Housing Choice Voucher Program and \$5,816.64 for Capital Funds. Motion carried unanimously.

Cash Position Statement: Motion by Zoller, seconded by LaJoye, to accept and place on file the December Cash Position Statement. Motion carried unanimously. Kivikko advised SIR was added to CPS because \$109,520.56 matured CD from River Valley was reinvested for 3 years at 1.75% at SIR. Kivikko advised the Housing Commission's accountant likes to see month-end balance along with balance at Board Meeting, in which resulted in a change of the CPS, Commissioners agreed more detail on finances is better.

Operating Statement:

Year End: Kivikko discussed Lake Superior Village had a year end loss from additional expenses such as lawyer and labor expenses. Temporary employees from Manpower were not budgeted. Employing two Executive Directors for a significant time resulted in a slight loss for COCC. Pine Ridge year end looks good advised Kivikko. Kivikko voiced concern of \$18,000 in training costs not including travel expense caused by high turn over in employment.

Month End: Kivikko advised October month end looks good and not out of the ordinary.

Motion by LaJoye, seconded by Zoller, to approve Year End and Month End Operating Statement. Motion carried unanimously.

TAR Report: Kivikko informed that LSV collected 98.45% of rent for November which is great. Total in collections \$1,323.53 requested for write offs. Kivikko voiced concern

about delinquent rent at LSV. Miscellaneous charges are damages done by the tenant and charged to tenant accounts. Pine Ridge has no delinquent rent or write offs. Motion by LaJoye, seconded by Zoller, to write off the accounts totaling \$1,323.53. Motion carried unanimously.

Summary of Project Performance: Kivikko advised that reporting tenant interims will result in tracking increases or decreases in revenue. Social Security will increase January 1, 2012 resulting in file interims, creating tenant rent to increase. Pine Ridge can turn a unit in 2 days, while LSV is a concern averaging at 26.67 days.

Rosenburg reported that HUD informed it is time to lease-up/issue vouchers. HCV waitlist opened November 28, receiving about twenty applications. There has been two orientations/briefings held where nine, 60 day vouchers were issued. By leasing up, Voucher and Budget utilization percent will increase. There are 35 vouchers under lease.

Motion by LaJoye, seconded by Zoller, to accept and place on file the December, MHC Project Performance Reports. Motion carried unanimously.

Executive Director's Report:

LSV Youth and Family Center: Kivikko informed that they are aware funds have not been release but will be matched once received. HUD has concern about general community/public attending HUD subsidized services. The YMCA will begin to submit a monthly outcome reports that include how many children from LSV are receiving service versus those not living at LSV.

Weatherization Program: Kivikko informed that weatherization program replacements are complete.

Capital Fund: Kivikko advised the 2012 Capital Fund has not been approved yet. The kitchen/stack project at Pine Ridge includes replacing cabinets, sinks, faucets, and plumbing. Kivikko was under the impression only 4 units needed to be vacant at a time, after speaking with James Child Architects she was informed 18 units need to be vacant before the construction can begin. This plan will require a new relocations plan reflecting the need to take eighteen units off-line instead of the original four. Expenses to complete the project will be taken from 2011-2013 Capital Funds. Kivikko is waiting on HUD to approve the relocation plan.

Arbitration: May 11th and June 4th are proposed dates for arbitration.

Discrimination Suit: Kivikko informed that Kempner has submitted a statement to dismiss charges for several reasons. No further information has been received.

Training: Kivikko informed the Board she passed her exam and she is now a Certified Manager of Property Operations. She also attended an UP/HO conference in Escanaba where she met other ED's throughout the UP and learned what auditors will be looking for during the year's audit. Kivikko stated she is interested in attending a seminar in Boston for Asset Management.

Other: Employee wage increase will be determined during 6 month evaluation.

Kivikko informed she had an all staff meeting to discuss REAC inspection results. Several good ideas came out of the meeting including quarterly meetings along with meeting weekly with both Projects regarding items of interest.

Kivikko voiced she has been working with our Accountant from HAAS and having them possibly come to MHC to review accounts, budget and income statements. She informed there are currently 4 accounts which at one time were required by HUD. After speaking with HAAS they are considering consolidating to one account excluding CD accounts.

Kivikko informed she has access to eLOCCS and drew down funds accordingly.

Motion by LaJoye, seconded by Coyne, to approve and accept the Executive Director's Report. Motion carried unanimously.

Old Business: None

New Business:

Resolution 2012-11-Disposal of Assets: Motion by Zoller, seconded by LaJoye, to approved and adopt disposal of assets. Motion carried unanimously.

Bay College Loan Payoff: Kivikko requested for Bay College Loan to get paid off to avoid accumulated interest, since funds are available. Motion by LaJoye, seconded by Jordan, to payoff loan in the amount of \$16,703.10

Other: Coyne brought to the table a new rule of procedure of meeting including;

1. First public comment three minute max per person
2. If public wished to speak on an agenda item they need to request to do so at time of agenda.

Motion by Coyne, seconded by LaJoye, to accept new rule of procedure. Motion carried unanimously.

Public Comment: None

Adjournment: Motion by LaJoye, seconded by Zoller, to adjourn at 6:50PM. Motion carried unanimously.

Respectfully submitted,

*Heidi Rosenburg
Executive Assistant*