**MARQUETTE HOUSING COMMISSION**

Board Meeting Minutes

May 22, 2018

The meeting was called to order by Kruhak at 12:04 pm.

1) Roll Call

PRESENT: Kruhak, Lankinen, Norberg, Cerioli, Schumacher, Maki and Hurley

ABSENT: None

2) APPROVAL OF AGENDA: A motion was made by Lankinen, seconded by Norberg to approve the agenda. Motion passed unanimously.

3) APPROVAL OF PREVIOUS MEETING MINUTES: A motion was made by Lankinen, seconded by Schumacher to approve the March 22, 2018 minutes. No questions or comments. Motion passed unanimously.

4) PUBLIC COMMENT: None

5) Consent Agenda:

(a) Executive Director’s Report:

**LAKE SUPERIOR VILLAGE:**

**Youth & Family Center:** Summer program to start in early June. Grant application submitted to United Way. Board members and YMCA staff will volunteer at the Iron Range Roll and expect to receive about $2000 in grant funding.

**Sewer Project:** JD Fisher has been awarded the sewer project, which will start June 11th. They will be subcontracting with local companies for asbestos removal and plumbing. Hoping to complete 14 apartments this summer. Additional apartments may be added as Capital Funds allow. Schumacher questioned the scope of work. E.D. explained the condition of the floors. Norberg gave a verbal description of the issue. Schumacher suggested grading, however that the expense is too high. Kruhak added that the area previously was a swamp.

**HUD Strong Family Day:** June 13th from 3-7pm. Bounce houses, ponies, cotton candy, games and food provided. Norberg asked if police and fire department were invited. E.D. confirmed that they were invited.

**PINE RIDGE:**

**Roofs:** An RFP will be issued for the roof above the community room. This needs to be addressed due to the REAC finding of ponding on roof. Roofer also discovered wind damage on 8th & 9th floor. Insurance claim made. Insurance adjuster assessed the damage and determined a total tear off for both. Insurance company approved a temporary fix for the wind damage, which was completed on May 12th. Lankinen questioned who did the work, E.D. answered Bell did the work.

**EXECUTIVE DIRECTOR:**

**Service Coordinator Grant:** We were not awarded the grant. Kruhak questioned how the S.C. currently is paid, E.D. responded that it is though operating funds.

**RAD:** An RFP for consultant for RAD evaluation and conversion sent out. All Commissioners would like to see the RFP.

**NAHRO:**

**Washington Conference:** Attended Washington Conference and met with Senators Stabenow and Peters, plus House Representative Bergman. Also attended a panel with Appropriations and Financial Services staff members and expressed the importance of administrative fees for the HCV program. Kruhak questioned what was discussed with them. E.D. expressed how much we need capital funds for public housing.

**NCRC:** Heidi, Sarah and I attended the NCRC conference in Bay City. Attended sessions on RAD, required public housing policies and fair housing. E.D. attended MI board meeting and submitted reports as the chair of the MI Small Agency Task Force.

(b) Financial Statements: Budgets, for the most part are at 50%. LSV over budget on legal. Tenant Services high because the Service Coordinator should be under administrative. COCC management fees are great. Cerioli questioned who prepares the budget. The E.D. does. Kruhak questioned page 11 Employee Benefits. It higher than what should have been budgeted. The reason is due to pensions were increased from 4% to 6% contributions. Will check into the General Expense Insurance at 122% over.

(c) Cash Position Statement: Better now that there are less accounts. Comment by Kruhak of having “all eggs in one basket”. E.D. explained that HUD makes us make sure all monies are collateralized. Assured everything is secure.

(d) Approval of Checks (Current and previously issued reviewed.) Kruhak likes all vendors in groups.

(e) Housing Choice Voucher Progress Report: Over 1%

(f) Pine Ridge: Project Performance Reports: Everything is good.

(g) Lake Superior Village Report: Families will have to move to another unit while under construction. Contractors will be moving items into trailers.

Lankinen moved, seconded by Schumacher to approve the Executive Director report. Motion passed unanimously.

6) Tenant Accountant Receivable both Write Offs:

(a) Pine Ridge - $0.

(b) Lake Superior Village- $1,184.16. Lankinen moved, seconded by Schumacher to approve the write offs. Motion passed unanimously.

7) Communication:

8) Old Business:

(a) Strategic plan review: Five year plan. Kruhak questioned the five year objectives and E.D. explained Bender goes by a year to year plan. Norberg questioned Section 3 and E.D. explained it was for low income people who are hired for work. Commissioners requested a copy of the objectives. Three Commissioners, Cerioli, Norberg and Kruhak, lean towards the five year plan, whereas Lankinen and Schumacher like the year to year plan. 2 – 1 year plan. Discussion regarding five year vs. one year objective plan. To be tabled for two months.

(b) RAD RFQ: Has been submitted and will be on our website.

(9) New Business:

(a) Non-profit-subcommittee for name and mission: Need to plan for a 501c3. Schumacher and Cerioli are interested in participating on this committee. They will prepare a list of at least three names and mission statements. Goal is for a September presentation.

(b) Presentation of strategic plan to the city - Every committee needs to present their strategic plan. E.D. will stress that our capital needs are important. Commissioners Schumacher and Norberg would be available to be present.

10) Commissioners Comments: Schumacher - Would like to see the RFP. Cerioli – Will be absent from the June meeting and would like to see the RFP. Lankinen – No comment, Norberberg – No comment, Kruhak – might be absent from the June meeting. Would like to discuss the Y&F Center more in depth and the liabilities involved.

11) Public Comment:

12) Adjournment: Kruhak adjourned the meeting at 1:06 pm.

President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Igor Kruhak

Executive Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Sharon Maki

Susan Hurley, Minutes