

**CITY OF MANISTEE HOUSING COMMISSION**  
**Regular Meeting Minutes**  
**March 26, 2013**

The Regular Meeting of the City of Manistee Housing Commission was held on March 26, 2013 at 4:05 p.m. in the City Council Chambers at City Hall.

The meeting was called to order by President Dale Priester at 4:05 p.m.

Members Present: President Priester, Treasurer Purdom and Commissioner Korzeniewski.

Members Absent: Vice-President Parkes, Excused.

It was noted that the January 2013 Regular Meeting was cancelled due to lack of business, and there was no quorum at the February 26, 2013 Regular Meeting.

Amendments to the Agenda

Under Director's Report – An Announcement

Approval of Minutes

The Regular Meeting Minutes of December 18, 2012 were reviewed by board members. There were no additions or corrections in the minutes. **Donna made a motion to approve the December 18, 2012 minutes as written.** Elbert seconded the motion. All members present voted in favor. Motion carried.

Old Business

There was no Old Business to discuss.

New Business

Resolution 2013-01 Setting of Regular Meeting and Work Session Meetings – The dates for regular monthly meetings and regular work session meetings are set in Resolution 2013-01. All Regular Meetings are held at the City Council Chambers at City Hall at 4:00 p.m. and all Work Session Meetings are held at the CMHC Conference Room in the main officer at Harborview at 4:00 p.m. **Donna made a motion to approve Resolution 2013-01 Setting of Regular Meeting and Work Session Meetings as written.** Elbert seconded the motion. All members present voted in favor. Motion carried.

Resolution 2013-02 Submission to HUD of Recovery Agreement Accomplishments – This policy authorizes President Dale Priester and Executive Director Clinton McKinven-Copus to sign resolutions and update reports to the PHARS Team, Board Members, City Council and Willie Garret at HUD. **Elbert made a motion to approve Resolution 2013-02 Submission to HUD of Recovery Agreement Accomplishments as written.** Donna seconded the motion. All members present voted in favor. Motion carried.

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Resolution 2013-03 Policy and Procedures for Board Training – This was discussed at the October 2012 meeting and never adopted as an actual policy. Resolution 2013-03 adopts this as a policy for current and new appointees to the board. HUD will work with commissioners to set up a twelve month plan for training. Clint will contact HUD about the training. He also mentioned that HUD has some training sessions on-line, our insurance company has some free training, and NAHRO and MHDA have some free training at their conferences. **Donna made a motion to approve Resolution 2013-03 Policy and Procedures for Board Training as written.** Elbert seconded the motion. All members present voted in favor. Motion carried.

### Director's Report

Occupancy Report – There are two units that are not habitable at this time. They are in our homes which are modular homes which have a cinder block foundation with a dirty crawl space. One side of the house which contains furnace, water heater and resident laundry is sinking. Our A & E Firm will be on site to review the structural issues in this and other homes. Our unit turn around days are currently 5.8 days per unit.

Vacancy Report – This report includes what type of move outs have occurred in the past month. Most fall under the other category. Last month's report had the end of the year numbers.

Financial Reserves - There has been good progress with the financial reserve amount. As of December 31, 2012 there were 3.9 month's reserves. As of January 31, 2013 there were 3.8 month's reserves. The January decrease in reserves is due to the manner of our Fee Accountant booking the utilities. December and January utilities were both paid in January.

Announcement – The City of Manistee Housing Commission will make **its** annual presentation to the Manistee City Council on Tuesday, April 2<sup>nd</sup> at 7:00 p.m.

Sequestration – President Priester asked what the sequester means to us. Clinton reported that Section 8 Vouchers have taken the hardest knock. For Public Housing, administrative dollars have already decreased by 11%. In January and February we received at 92% pro-ration and are now down to an 81% pro-ration. Small Public Housing Authorities are able to transfer their Capital Fund Subsidy into Operations if necessary. The bigger concern is what will happen to the 2014 Operating and Capital Funds. There are also some new initiatives coming out and it will cost between \$15,000.00 to \$20,000.00 to complete the required HUD reports.

### Finances

The December 2012 FYE Reports were reviewed by commissioners. **Elbert made a motion to accept the December 2012 FYE Reports and place them on file.** Donna seconded the motion. All members present voted in favor. Motion carried.

The January 2013 Financial Reports were tabled until the next Regular Meeting, due to the time constraints for preparation of the 2012 FYE Reports.

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PHAS Report Scores included in the February packet showed the CMHC to be a standard performer.

### Public Comment

There were no public comments at this meeting.

### Commissioner Reports and Concerns

It was noted that the CMHC will be piggy backing on the City of Manistee Website. Our board minutes, agendas, etc. will be uploaded to the site. Items have already been submitted to the City to be posted to the website. Commissioners e-mail addresses will also be included, frequently asked questions and a Waitlist Application Form. Clint will work with the City of Manistee to keep the information on the website updated.

The Labor Agreement is in the packed and goes through 2015. We have a request for a wage opener at this time.

Dale received a communication from Willie Garret at HUD about the commissioner vacancy. We have had only one application and Public Act 18 requires that we allow 60 days for applications to be submitted which will be April 12, 2013.

There was no additional business to discuss. **Donna made a motion to adjourn the meeting at 4:53 p.m.** Elbert seconded the motion. All members present voted in favor. Motion carried.

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Dale Priester  
President

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Clinton McKinven-Copus  
Executive Director  
Commission Secretary