

**CITY OF MANISTEE HOUSING COMMISSION**  
**Regular Meeting Minutes**  
**April 24, 2012**

The Regular Meeting of the City of Manistee Housing Commission was held on April 24, 2012 at 4:00 p.m. in the City Council Chambers at Manistee City Hall.

The meeting was called to order by President Dale Priester at 4:04 p.m.

Members Present: President Dale Priester, Treasurer Elbert Purdom, Commissioner Donna Korzeniewski and Commissioner Lawrence Bacon.

Members Absent: Vice President Doug Parkes, Excused.

Also present: Clinton McKinven-Copus, Executive Director/Commission Secretary and Lorna Perski, Housing Coordinator.

Approval of Minutes

There were no additions or corrections in the Regular Meeting Minutes of March 27, 2012. **Donna made a motion to approve the Regular Meeting Minutes of March 27, 2012 as written.** Elbert seconded the motion. All members present voted in favor. Motion carried.

Amendments to the Agenda

Under New Business – Discuss date to reschedule the work session that was scheduled for May 3, 2012.

New Business

The work session was rescheduled to Wednesday, May 9<sup>th</sup> at 7:30 a.m.

Clint said that shortly a Special Meeting would need to be scheduled regarding the contract negotiations.

Old Business

There was no Old Business to discuss.

Director's Report

Clint is waiting to receive the ACC for 2012 CFP and the budget will need to be redone because of the reduction of funding. The budget will need to be approved by the board before submitting. There has been a reduction in the CFP Funds for 2012 across the country.

Clint presented an update of the Recovery Team Tracking. We are currently at 98% occupancy with our units. We have three vacant units currently and can only have four vacant

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units at one time in order to stay at the 98% occupancy that is required. Units that have vacated after February 2012 have an average number of vacancy days at 5.12 days.

Clint will be meeting with Great Lakes Collection Agency tomorrow regarding our past due debt of approximately \$17,000.00. They said to go back four years in our write offs.

As of March 2012 there are 2.25 months of reserves in our bank account in the amount of \$202,626.03. Elbert said he comes up with \$211,864.00 in reserves in the account. Darrin lists the amount as unrestricted, so the difference could be Security Deposits.

The field work for our 2011 Audit will be May 14-16. The full 2011 Audit will be completed and submitted to the City of Manistee by July 31, 2012 in time for inclusion with the City's audit. Andy said he would reduce the cost of our audit due to the other cuts this year.

Clint asked if commissioners had any questions on the recovery from.

Dale said that the format for Clint's Annual Review will be discussed at the next work session and a form approved at the next regular meeting.

### Finances

Board members reviewed the FY 2012 Budget Tracking Sheet for March 2012 and March 2011. Dale mentioned that amounts seemed to be incorrect. Elbert also said that the phone, laundry, water/sewer and utility amounts were not correct on the tracking sheet. He noted that there were no expenses on several lines compared to the February information. Lawrence asked about the reimbursement for Dale's travel for the HAIG meeting. We are reimbursed \$1,000.00 for his travel. What about the extra \$561.50 where does that come from? The answer is it comes out of the General Expenses. Elbert said it should come under travel reimbursement, not be put in the general fund. It was noted that the travel expenses is an item that has been cut as of April 1, 2012. It was decided to disregard the FY 2012 Budget Tracking Sheet at this time since it is incorrect. Clint will work on having Rebecca get this form corrected. Clint asked if it was important for board members to have a comparison from the previous year for the same month as this is what causes problems with the spreadsheet. Should we eliminate the 2011 numbers and just compare the monthly figures with the budget for the year? Board members thought this was a good idea. Donna asked if there was just a canned report that she could print off instead. Clint said that once information is fully entered into Quick Books that can probably happen. **Donna made a motion to accept the March Financial Reports and place them on file.** Elbert seconded the motion. All members present voted in favor.

Clint reported that Rebecca is entering information into Quick Books to make reporting easier as well as preparing for completing payroll in house. Donna mentioned that she didn't know if having the payroll done in house was a good idea, or would it really be less expensive if we have to give Rebecca more hours to do it. Clint said we had already purchased the annual cost for Quick Books for \$300.00 to set up the payroll. Elbert also said he was not in favor of having the payroll completed in house. We would need to have another person trained to do the payroll in case Rebecca could not be here. Elbert felt that it would be more cost effective to just continue to have Laskey complete the payroll. **Elbert made a motion to return to having Laskey complete the payroll as they have been** Regular Meeting Minutes

doing. Donna seconded the motion. All members present voted in favor. Motion carried.

Communications

Nothing was in Communications.

Public Comment

There were no Public Comments at this meeting.

Commissioner Reports & Concerns

Lawrence said that the residents feel that they don't know what is going on since HUD was here. He thinks that we should get more information to the tenants and at least post the meeting minutes. They think that the No Smoking Policy is going to happen today, not January 1, 2014. He wondered if there could be a meeting to inform tenants about what is going on. He also asked if we could cut our postage costs further by hand delivering items like recertification mailings and receipts.

Clint said that it is required by law that these items are mailed, not hand delivered. We have to guarantee that we have provided the information to the tenant and first class mail is that guarantee. Our postage is now use of rolls of stamps, not the postage meter. Donna asked if we pay things on line. The auditor does not want us to do on-line payments unless we have to because it doesn't provide an adequate paper trail.

Clint said that we also have to establish a web-site as a HUD requirement. It would have our Application for Housing, Minutes and Agenda's Policies, etc. on it. If you follow the Cities web-site, they post the agenda on their web-site just before the meeting. Eventually board members will have their own web-site to go on and get meeting information.

Dale said the residents do not attend our meetings to see what is going on.

Dale mentioned the second paragraph on the first page of Clinton's report regarding black mold. Unfortunately all of our Scattered Homes have the same problem and it is unknown how many of our other homes may have the same problem.

There was no additional business to discuss. **Donna made a motion to adjourn the meeting at 5:02 p.m.** Elbert seconded the motion. All members present voted in favor. Motion carried.



Dale Priester  
President



Clinton McKinven-Copus  
Executive Director  
Commission Secretary