

CITY OF MANISTEE HOUSING COMMISSION
Regular Meeting Minutes
May 24, 2011

The Regular Meeting of the City of Manistee Housing Commission was held on May 24, 2011 at 4:00 p.m. at the City Council Chambers at City Hall.

The meeting was opened by President Dale Priester at 4:02 p.m.

Members Present: President Dale Priester, Vice-President Doug Parkes, Treasurer Elbert Purdom and Commissioner Donna Korzeniewski.

Members Absent: Commissioner Lawrence Bacon was excused due to his Brother's hospitalization.

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

Approval of Minutes

Commissioners reviewed the Regular Meeting Minutes of April 26, 2011. There were not additions or corrections in the minutes. **Doug made a motion to approve the Regular Minutes of April 26, 2011 as written.** El seconded the motion. All members present voted in favor. Motion carried.

Amendments to the Agenda

There were no Amendments to the Agenda.

Old Business

There was no Old Business to discuss.

New Business

Resolution 2011-07 Ombudsman Resolution for Financial Policies – We need to get these policies updated, as we don't have the following policies:

- Cash Management – Internal Controls Policy
- Policy on Cash Overages & Shortages
- Check Writing Authorization Policy
- Allowance for Doubtful Accounts (Bad Debt) and Write Off

Elbert said he thinks for the Cash Management/Internal Control policy board members should rotate on a monthly schedule and take turns signing checks. The monthly schedule would include the President, Vice-President, Treasurer and At Large Member. If the board member with check signing responsibility is not available, the first available person will sign checks. All incoming checks should be endorsed by stamping for deposit only, immediately upon receipt. The Postage Meter Report shall be run monthly and reviewed by the Executive

Director, personal use of the postage meter is prohibited. #3 under Procedures for Maintaining Internal Controls of Assets in the Cash Management will be removed. Clint will italicize the changes to the Cash Management – Internal Controls Policy and e-mail to board members.

Clint said when we adopt the Petty Cash Fund of \$250.00 and only \$50.00 for Change Fund, the remaining \$150.00 of the Change Fund will be deposited into the bank account. Resolution 2011-07 was until the June meeting.

Director's Report

Management Consultant's Report and Clint's Notes and Implementation Plan. Due to our HUD Troubled Status, Darrin had asked if we were opened to a management review. Which was done by someone from his Accounting Firm. She gave Lorna some ideas about other ways to do Recertifications, but not much else. Clint expected a review of our current situation and some sample best practices, forms and assistance with job description updating. Doug said that we should send an e-mail saying this is not what we expected from the Management Consultation. Clint said that some things need to be tightened up and he made a plan for the changes that was e-mailed to commissioners. They included a review of the Application, Waiting List Purge, Policy/Procedure Review, Staff Compliance, Applicant Quarterly Meetings, and Changes in Interim/Annual Rent Reviews/Policies/Procedures, Review of Bill Paying/Records Retention Procedures, Review of Office Window Procedures, Review of Maintenance Request/Documentation Procedures and Review of Job Duties. Clint scanned and e-mailed the consultant's report to the HUD Reviewer, and he said that this report was embarrassing and he was sorry he had sent it on.

Clint reported that there are major changes that are happening for PHA's right now. The most important is maintaining a 97% occupancy rate. This is Clint's top goal, since it can affect the amount of Operating Subsidy that we receive.

There will be a Special Board meeting on June 7th at 4:00 p.m. to approve the Physical Needs Assessment, Environmental Review, and possibly a review of the contract for Reno & Cavanaugh if he can get that in time.

EI and Clint are putting together bank balances and other financial indicators each month. We need to see Financial Statements more quickly each month to view Cash Balances, Collected and Expended, Unusual Expenses, Large Expenses, Working Capital and Monthly Summary of Payroll. These need to be compared with the prior year.

Donna said the ROSS Grant will be coming to an end and will we absorb those expenses or will they end when the grant ends?

EI had questions about the payroll. Clint said the board only has oversight of the Executive Director, and the Executive Director has oversight of the rest of the staff. The board approves the yearly budget which included the salaries for the year. This year we will be funded at 92% from HUD. EI questioned wages and how they are determined. EI wants to look at the budget and learn the process better.

Clint reconciles the ROSS Grants every time we pay a bill. He is not sure how far Bev is on the ROSS Grant Supporting Documents. Donna asked if the CMHC will have to absorb the Unemployment costs for the ROSS Grant Coordinator. Clint said we will have to since any funds not expended will need to be returned as of the grant end date in September. Clint will re-email the budget to Elbert.

Financial Reports

There were no financial reports provided for this meeting.

Communications

The Resident Newsletters and ROSS Staff Report are included in communications.

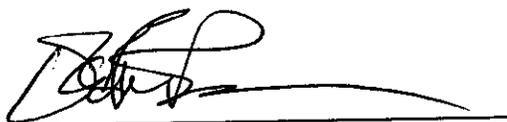
Public Comment

Mary O'Brien was at the meeting and noted that she won the grand prize drawing at the Health Fair.

Commissioner Report

There were no Commissioner Reports or Concerns.

There was not additional business to discuss. **Donna made a motion to adjourn the meeting at 4:58 p.m.** Elbert seconded the motion. All members present voted in favor. Motion carried.



Dale Priester
President



Clinton McKinven-Copus
Executive Director
Commission Secretary