CITY OF MANISTEE HOUSING COMMISSION
Regular Meeting Minutes
October 26, 2010

The Regular Meeting of the City of Manistee Housing Commission was held on October 26, 2010 at 4:00 p.m. in the City Council Chambers at City Hall.

The meeting was called to order by President Dale Priester at 4:06 p.m.

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

Members Absent: None

Also Present: George Saylor, Attorney; Clinton McKinven-Copus, Executive Director and Lorna Perski, Housing Coordinator.

Approval of Minutes

There were no additions or corrections in the September Regular Meeting Minutes of September 28, 2010. **Doug made a motion to approve the September 28, 2010 Minutes as written.** Donna seconded the motion. All members 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 2010-9 Flat Rents – The City of Manistee Housing Commission Flat Rent Schedule is adjusted in accordance with the area Fair Market Rents. The Flat Rents are the maximum rent for a certain size unit. A tenant rent is capped and goes no higher than the Flat Rent for that size unit. Flat Rents are typically adjusted on an annual basis, but there has been no change in the past couple years. In the past our Flat Rents were based on the MSHDA Area Rents. MSHDA currently bases their area rents on the HUD Fair Market Rents for our county. The Fair Market Rents went up slightly this year, but there are higher Utility Allowances that are deducted from the Fair Market Rent due to our Energy Performance Contract. These amounts are for tenants who choose to have a Flat Rent Calculation rather than provide the documents to calculate income based rent. Most tenants use the Income Based Rent. **Doug made a motion to approve Resolution 2010-9 Flat Rents.** Donna seconded the motion. All members voted in favor. Motion carried.

Resolution 2010-10 Reasonable Accommodation Policy and Procedures Manual – The Reasonable Accommodation Policy and Procedures Manual has been adjusted to match

HUD, Section 504 & ADA Policies. We don't have Housing Choice Section 8 Vouchers so that section was removed. The section that must be completed by a Health Professional to confirm disability, and the need for a Reasonable Accommodation, has been changed to include a list of who can provide the information and a fraud warning to the Health Professional. We also lacked having a statement notifying the professional that it is a criminal offense to make a false statement or misrepresentation to any department or agency of the U.S. Several grammatical errors were also corrected. **Doug made the motion to approve Resolution 2010-10 Reasonable Accommodation Policy and Procedures Manual.** Donna seconded the motion. All members voted in favor. Motion carried.

Director's Report

Clint went over the Occupancy Report, Waiting List Reports and Recertification Report for the month for Commissioners. Dale asked how long it takes to complete a Recertification for each tenant. Lorna said that depends and there are several steps to completion. It takes at least a couple hours for each Recertification. Doug asked how many of the units that are vacant are ready to go. At least half of them are ready. Lorna said that several of the vacant units are already on hold for applicants. We also have a waiting period after we interview people before they are ready to rent. Lorna said that technically we are supposed to hold a unit for each person for 10 days, but that usually is not enough time. It is usually more like a month. Lorna explained that you have to go down the waiting list as of the date the applicant applied and give them an opportunity to qualify.

Finances

Clint reported that he still did not have any Financial Reports from Darrin. He provided commissioners with an e-mail apology from Darrin as to why the reports have not been completed. Al has had a couple conversations with Darrin and so has Clint. Al said it is unacceptable not to have Financial Reports after this long. Clint said he is also worried about the HUD Submission that must be made by the Fee Accountant for our Operating Subsidy for 2011. If reports are not complete in time, the Operating Subsidy Submission will not be on time. Clint worked hard this summer to restore what Rector, Moffit & Reader had messed up for us. He had a Financial Analyst in Detroit help him get this straightened out and got some of our subsidy returned. That Financial Analyst has now retired and there is no one to replace him. Clint is concerned what will happen to our Operating Subsidy if submission is not timely. Al said that perhaps we could get some type of less detailed financial reports. Harvey asked if we could not look back in our records to see where we are. HDS Software does not provide any financial information or General Ledger for us to print off to get the information, it only has a check register. All checks, deposits, payroll, etc. are sent to Darrin. Clint said that Darrin came to Manistee and got us caught up to March, but has only send April Financial Reports since that time. Al said he talked to Andy our Auditor about findings on the audit and he had some concerns he wants to talk to commissioners about. He said the Commission has made some bad decisions, and that got to Al. Darrin has been trying to get May and June straightened out since that was from the Tenmast Software. Once he has those months straightened out, it will be easier to do each monthly report. Doug said he would like to see some kind of schedule on

paper from Darrin as to completion dates. Al said if we have any action it should be with the former firm Rector, Moffit & Reader since their reports were so messed up. Al said we should wait on Darrin since someone else would have to start all over again on the reports. Doug said we need to get something moving along on the financials. Clint will e-mail Darrin to get some kind of schedule of completion of financial reports by the next meeting.

Communications

The Resident Newsletters, ROSS Newsletter and ROSS were included in communications.

Public Comment

Jim Rowe of Century Terrace addressed health and safety situations at Century Terrace. One of them was the West Stairwell and the plaster that is on the floors. Clint said that the plaster could be swept up, but that we had not addressed the Stairwell problem since we were waiting to complete the exterior work at Century Terrace. Water had been leaking through the old exterior and causing the plaster and paint to peel off, leaving a mess in the stairwell. There were also some additional issues that Jim said the contractors should have taken care of before they left, including a broken bird bath. Clint said that the punch list of items to be corrected was gone over by a previous employee and he asked Jim for a list so he could look over and have them addressed since final payment for the exterior was due. These items were mostly items our maintenance department could address. Clint said the elevator's at Century Terrace had been updated, but the Elevator's at Harborview have not been modernized.

Sue Kukla, a Harborview Resident asked why Brandon was fired. Dale said it was against Federal Law to address personnel issues in public meeting. She also said that twice she had leaks around her windows on the west side of the building at Harborview. This happens when we have blowing rain. She submitted a bill for $83.14 for new curtains which Brandon told her the Manistee Housing Commission would replace. She also asked for some money on her laundry card for the loads of towels she had to wash due to clean up of the water coming in. She said the cost to wash and dry the towels was $10.00 and wanted that amount reimbursed on her laundry card. Clint said he would have the leaking areas looked at, and she said maintenance was already there several times and that drainage holes in the windows were apparently plugged and had been cleaned out. She has not had any more leaks since that time.

Mary O'Brien, Harborview Resident Manager asked if the open office hours will increase. Clint said at the current staffing level, no. Clint talked about the possibility of a laundry card machine for tenants to use to put money on their laundry card that would be in the lobby and operate like an ATM. The things the machine can do are limited, it doesn't take change and won't make change if you have $10.00 and only want $5.00 on the card.

Clint said he would be giving laundry credit to anyone in Harborview who had tried to dry their clothes during the time of the boiler installation. There was no heat to the dryers since the gas was shut off at that time.

Paul Purdy of Century Terrace asked the commission if at least one day of the open office hours could be later in the day to accommodate people who work during the day.

Commissioner Reports/Concerns

Harvey said we need to have more open office hours. Harvey said that Clint doesn't want the people to go to him with their complaints, but the office is not available for people to come there with the complaints. Commissioners agreed, but we don't know where we are at financially so they don't know if we can afford additional staff at this time.

Al asked about developing job descriptions and job duties. Until that is done we should not make any decisions about adding staff. He asked about keeping time sheets to see how much time each task takes. Clint solicited from the Big Rapids Housing Authorities their job descriptions and will contact other Housing Authorities for theirs. Clint said our staff firmly believes that we need additional help in the office. Al said that we need to make decision not emotionally, but based on need. Al said we need to become more transparent since people feel there is something going on. If there are issues, the commissioners need to meet. Clint said if we are going to have three commissioners together, we have to have an eighteen hour notice that there will be a meeting.

Donna said maybe it is time to put together a whole benefit package for administrative employees, maybe we can look at insurance, etc. If our need is for another employee then let's see how we can make it happen. Let's do it all at the same time. Donna would be willing to work on that.

Dale asked how many of the general public in attendance today, were going to show up at next month's meeting.

Clint announced the next meeting will be held early on November 16, 2010 in the Harborview Community Room. The meeting was moved up due to the Thanksgiving Holiday.

There was no additional business to discuss, **Donna made a motion to adjourn the meeting at 4:55 p.m.** Doug seconded the motion. All members voted in favor. Motion carried.

Dale Priester
President

Clinton McKinven-Copus
Executive Director
Commission Secretary