

# Hancock Housing Commission

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Lakeview Manor

Section 8 Rental Assistance

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## Monthly Board Meeting Minutes

September 17, 2014

The regular monthly Board Meeting of the Hancock Housing Commission was held in the Community Room at Lakeview Manor on September 17, 2014 at 3:30 p.m.

Answering Roll Call were Commissioners: Antila, Shea, Tuisku; Dennis, Smith, Director Hughes and Attorney Kevin Mackey.

### ROUTINE ITEMS

- The floor was opened to the Public to address the Board. No Comment.
- Opportunity to address the Board was closed to the Public by Commissioner Antila.
- A motion was entertained by Commissioner Antila to adopt the agenda. Motion made by Commissioner Shea to adopt the agenda as presented. Support by Commissioner Tuisku. All in favor. Motion carried.
- A motion was entertained by Commissioner Antila to approve the minutes from the August 20, 2014 Commission meeting. Motion was made by Commissioner Tuisku. Commissioner Shea supported the motion. All in favor. Motion carried.
- A motion was entertained by Commissioner Antila to approve the bills to be paid Check # 15422 thru 15422. Motion made by Commissioner Dennis. Supported by Commissioner Tuisku. All in favor. Motion carried.
- Commissioner Antila entertained a motion to approve the Monthly Petty Cash Report and Receipts. Motion made by Commissioner Shea. Support by Commissioner Tuisku. All in favor. Motion carried.
- No credit card report was given as there is no active credit card at this time.

### NEW BUSINESS

- Commissioner Antila entertained a motion to Approve Resolution #91701 amending the Personnel Policy. Commissioner Shea made the motion to approve the amended Personnel Policy. Commissioner Dennis supported. All in favor. Motion carried.
- Commissioner Antila entertained a motion to approve Resolution #91702 approving the Disposition Policy. Motion made by Commissioner Smith. Supported by Commissioner Shea. All in favor. Motion carried.
- Commissioner Antila entertained a motion to approve Resolution #91703 approving the Investment Policy. Motion made by Commissioner Tuisku. Supported by Commissioner Shea. All in favor. Motion carried.

- Commissioner Antila entertained a motion to approve Resolution #91704 approving the New ACC. Motion made by Commissioner Dennis. Supported by Commissioner Shea. All in favor. Motion carried.
- Commissioner Antila entertained a motion to award the GPNA, Energy Audit and Environmental Review to U.P. Engineering. Motion made by Commissioner Dennis. Supported by Commissioner Shea. All in favor. Motion carried.
- Commissioner Antila entertained a motion to award the RFP for an Attorney to Kevin Mackey. Motion made by Commissioner Smith. Supported by Commissioner Shea. All in favor. Motion carried.

#### OLD BUSINESS

- Director, Sherry Hughes reported not hearing from HUD in a while and that the office is now working on the responses to the Management Review.
- Attorney Kevin Mackey added that the reduction of the health care will be a big part of the Management Review response. The Foundation paperwork has been retrieved from Gail Ross and Ron Antila and Mark Dennis are the only two remaining board trustees. It allows for 5 members and the City Manager. Kevin asked the other Commissioners if they were interested in joining the trustees of the Foundation. Commissioner.

#### DIRECTOR'S REPORT

- Shane Ellison completed the 2013 audit which did not go well. There were quite a few findings, and money that will need to be paid back.
- HUD advised Sherry not to send 2 Commissioners to the training because it was too expensive. Commissioner Tuisku mentioned how valuable she thought it would be for a Commissioner to attend a training. Commissioner Tuisku called for a motion to have Commissioner Shea attend the training on Mackinac Island. The motion died for lack of support.
- Sherry Hughes reported that there will continue to be large advertising bills as the RFP's continue.
- The housing office will be updating the lease and changing the way the office takes rent collection. There will no longer be hand written receipts. That will make the receipts match the batch, correcting one of the audit finding.

#### MAINTENANCE REPORT

- Maintenance Supervisor Karl Maki reported that the generators annual service is due, however the contract with Total Energy Systems is up and the contract needs to go out for bids.
- Snow removal will continue to be completed by the Housing Commission employees. There may be need for one of the Houghton Housing Commission's employee's to come over and assist with snow on occasion. Commissioner Antila discussed his concern for the walkways being shoveled multiple times throughout the day. Sherry Hughes assured the Commission that the walkways will be addressed and that Karl Maki is very thorough.

#### ADJOURNMENT

Commissioner entertained a motion to adjourn the meeting at 4:35. Motions made by Shea. Seconded by Tuisku. All in favor. Motion carried.

Commissioner

Date

Executive Director

Date