

Hancock Housing Commission  
Meeting Minutes  
May 21, 2014

President Antila opened the Regular meeting of the Hancock Housing Commission at 4:00 pm.

Commissioners Present: Antila, Shea, Tuisku

Absent: Dennis, Smith

Also present: Sherry Hughes, Houghton Housing Commission, Glenn Anderson, City of Hancock Manager, Kevin Mackey, Attorney.

**Public Comment:** None

A motion was made by Commissioner Shea to approve the March and April 2014 meeting minutes. Support was made by Commissioner Tuisku.

Ayes: Antila, Shea, Tuisku

No: 0

Motion passed.

A motion was made by Commissioner Tuisku to approve the May 2014 accounts payable. Support was made by Commissioner Shea.

Ayes: Antila, Shea, Tuisku

No: 0

Motion passed

A motion was made by Commissioner Tuisku to approve the May 21, 2014 agenda with the following additions under new business: consider approval of a draft copy of the "Contract for Property Management" for HHC by HUD" as requested by HUD, prior to officially approving it at the next board meeting (Resolution 01-14) and consider approval of Resolution 02-14, " HHC Separation of co-management with QHA"

Support was made by Commissioner Shea.

Ayes: Antila, Shea, Tuisku

No: 0

Motion passed.

**Old Business:**

The current HUD review prompted new policies to be composed and approved by HUD. Commissioner Shea moved to approve the revised "Procurement Policy" for HHC after HUD reviews and approves its content (as requested by HUD). Support was made by Commissioner Tuisku.

Ayes: Antila, Shea, Tuisku

No: 0

Motion passed.

A motion was made by Commissioner Shea to approve the revised "Credit Card" policy after HUD reviews and approves its content. (as requested by HUD). Support for the motion was made by Commissioner Tuisku.

Ayes: Antila, Shea, Tuisku

No: 0

Motion passed.

**New Business:**

The Board of Directors reviewed one (1) applicant with an RFP for Hancock Housing Commission property management. The Houghton Housing Commission submitted a proposal for Property Management and Sherry Hughes, Executive Director was present. The proposed contract was for \$35,000/year based on a two-year contract. Commissioner Tuisku motioned to award the proposed administrative contract with Houghton Housing Commission subject to approval of this contract by HUD (as requested by HUD) as indicated in Resolution 01-14. Support for the motion was made by Commissioner Shea.

Ayes: 3

No: 0

Motion passed.

Commissioner Shea motioned to approve Resolution 02-14 "HHC separation of co-management with QHA" effective May 21, 2014. Support for the motion was made by Commissioner Tuisku.

Ayes: Antila, Shea, Tuisku

No: 0

Motion passed.

Commissioner Shea motioned for the ED to compose an RFP for "temporary Internal Audit assistance" for the HHC while undergoing this HUD review. This position will be temporary and will directly assist the ED on HUD letter dated April 11, 2014. Support was made by Commissioner Tuisku.

Ayes: Antila, Shea, Tuisku

No: 0

Motion passed.

**Maintenance Report:**

The annual inspections are completed at Lakeview Manor and the Annex. Results were attached for review. Charter Communications will be doing a cable modification in early August and will be onsite to summarize what the change-over to digital service will undergo. Grounds work and clean up outside the property has begun for the summer.

**Directors Report:**

Section 8 Rental Assistance program has   34   vouchers issued and we currently are at   2   vacancies at Lakeview Manor/Annex.

The next meeting is scheduled for June 18, 2014 at 3:30 PM.

Commissioner Shea made a motion to adjourn the meeting at 5:07 pm. The motion was supported by Commissioner Tuisku.

Ayes: Antila, Shea, Tuisku

No: 0

Meeting adjourned.

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President - Ron Antila