

Hancock Housing Commission

1401 Quincy Street

Lakeview Manor

Hancock, Michigan 49930-1258

Section 8 Rental Assistance

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Hancock Housing Commission Meeting Minutes June 18, 2014

President Antila opened the Regular meeting of the Hancock Housing Commission at 3:30 pm.

Commissioners Present: Antila, Dennis, Shea, Smith, Tuisku
Absent: None

Public Comment: None

A motion was made by Commissioner Tuisku to approve the May 21, 2014 meeting minutes. Support was made by Commissioner Shea.

Ayes: Antila, Dennis, Shea, Smith, Tuisku

No: 0

Motion passed.

A motion was made by Commissioner Dennis to approve the June 2014 accounts payable. Support was made by Commissioner Shea.

Ayes: Antila, Dennis, Shea, Smith, Tuisku

No: 0

Motion passed

A motion was made by Commissioner Smith to approve the May 21, 2014 agenda. Support was made by Commissioner Shea.

Ayes: Antila, Dennis, Shea, Smith, Tuisku

No: 0

Motion passed.

Old Business:

The Executive Director electronically mailed the response to HUD from letter dated 4/11/2014. A hard copy was also mailed to our Financial Analyst. A copy was sent to all the Board of Directors.

All policies approved to send for HUD approval (at HUD request) (Procurement, Credit Card and Property Management proposal from Houghton Housing Commission) were emailed to our Financial Analyst. See the attached email response from HUD.

The commissioners requested the Executive Director hire a person to assist with the HUD remote review. The payment for these services will come from another source and not Hancock Housing Commission funds.

New Business:

The Property Management Proposal that was approved by the Board at the May 21, 2014 meeting as per Resolution 01-14 was revised with Addendum I asked by the Hancock Housing Commission Administrative office. Upon the resignation of the Lead Maintenance Mechanic, we requested Houghton Housing to add a specific Maintenance work Addendum to the original contract. Houghton Housing Commission responded with an Addendum I for the additional maintenance services.

Commissioner Dennis motioned to go into closed session to discuss Personnel business and the Property Management Proposal at 4:50 pm. Support was made by Commissioner Antila.

Ayes: Antila, Dennis, Shea, Smith, Tuisku

No: none

Motion passed.

Commissioner Dennis made to motion to reconvene the regular commission meeting at 5:45 pm. Support was made by Commissioner Antila.

Ayes: Antila, Dennis, Shea, Smith, Tuisku

No: none

Motion to reconvene passed.

Commissioner Dennis motioned to approve the Resolution 05-14, "Property Management Services with Addendum I" to award the contract to Houghton Housing Commission effective July 1, 2014. Support was made by Commissioner

Shea. Roll call:

Antila: yes

Dennis: yes

Shea: yes

Smith: yes

Tuisku: yes

Motion passed.

Commissioner Tuisku motioned to accept Resolution 03-14 "Resignation approval and Consultant Contract Approval with Gail Ross". Support was made by Commissioner Shea. Roll Call:

Antila: yes

Dennis: yes

Shea: yes

Smith: yes

Tuisku: yes

Motion passed.

Commissioner Smith motion to obtain new signature cards from the investment accounts for Hancock Housing Commission new Executive Director. Support was made by Commissioner Shea.

Ayes: Antila, Dennis, Shea, Smith, Tuisku

No: none

Motion passed.

Commissioner Dennis made a motion to approve Resolution 04-14 "Final Payout for HHC employees" Support was made by Commissioner Shea. Roll Call:

Antila: yes

Dennis: yes

Shea: yes

Smith: yes

Tuisku: yes

Motion passed.

Commissioner Dennis motion to make final approval on the Procurement Policy as presented. Support was made by Commissioner Shea.

Ayes: Antila, Dennis, Shea, Smith, Tuisku

No: none

Motion passed.

Commissioner Tuisku motioned to make final approval on the Credit Card Policy as presented. Support was made by Commissioner Shea.

Ayes: Antila, Dennis, Shea, Smith, Tuisku

No; None

Motion passed.

Commissioner Smith motioned to switch the outdoor furniture around and to post a sign that says "No Bikes" on the front entrance property. Support was made by Commissioner Dennis.

Ayes: Antila, Dennis, Shea, Smith, Tuisku

No: none

Motion passed.

Directors Report:

Section 8 Rental Assistance program has ___35_ vouchers issued and we currently are at ___2___ vacancies at Lakeview Manor/Annex.

There will be a joint City council meeting of the Hancock and Houghton City Council members to discuss the upcoming Portage Lake Lift Bridge construction and traffic delays. This will be in the Community room at Lakeview Manor on Thursday – June 19th at 5:30 pm.

Next meeting is scheduled for July 16, 2014 @ 3:30 pm

Commissioner Dennis made a motion to adjourn the meeting at 6:03 pm. The motion was supported by Commissioner Shea.

Ayes: Antila, Dennis, Shea, Smith, Tuisku

No: 0

Meeting adjourned.

Secretary –

President - Ron Antila