

CITY OF MANISTEE HOUSING COMMISSION

Regular Meeting Minutes

December 10, 2013

The Regular Meeting of the City of Manistee Housing Commission was held on Tuesday, December 10, 2013 at 4:00 p.m. at Harborview. The meeting was opened by President Dale Priester.

Members Present

- President Dale Priester
- Vice-President Doug Parkes
- Treasurer Elbert Purdom
- Commissioner Donna Korzeniewski

Members Absent

- Commissioner Cheryl Stephison

Staff Present

- Housing Coordinator Lorna Perski
- Executive Director/Commission Secretary Clinton McKinven-Copus

Also Present

- George Saylor, CMHC Attorney

Amendments to the Agenda

There were no Amendments to the Agenda

Approval of Minutes

- Regular Meeting Minutes, September 24, 2013

Motion to Approve: Donna Korzeniewski

Motion Seconded: Doug Parkes

Motion Approved

- Public Hearing Minutes, October 8, 2013

Motion to Approve: Doug Parkes

Motion Seconded: Elbert Purdom

Motion Approved

Old Business

There was no Old Business to discuss.

Regular Meeting Minutes

December 10, 2013

Page 2

New Business

- Resolution 2013-16 Evaluation of the Executive Director Policy and Procedure – Board Members have a responsibility to evaluate the Executive Director. This Resolution establishes a policy and procedure to fulfill this obligation.

Motion to Approve: Doug Parkes

Motion Seconded: Elbert Purdom

Motion Approved

- Resolution 2013-17 Authorization to Establish a Security Deposit Fund – The CMHC is required by HUD to maintain a security deposit fund from which security deposit receipts and expenditures in the general fund are balanced monthly. CMHC has invested \$50,000.00 (plus accrued interest) in Certificate of Deposit at West Shore Bank which matures on 12-15-13. A money market or similar account will be developed when this account matures. At the January 28, 2014 Commission a policy for governing and use of the security deposit fund will be approved. A procedure manual guiding CMHC Staff will also be developed.

Motion to Approve: Doug Parkes

Motion Seconded: Donna Korzeniewski

Motion Approved

- Resolution 2013-18 Transition Plan for Non-Smoking Policy – CMHC is required by the Recovery Agreement with HUD to establish a non-smoking policy for all properties by January 1, 2015. The Transitioning to Smoke-Free Public Housing Implementation Kit will be used, and a finalized timetable for implementation of the smoke free policy will be at a work session on February 11, 2014.

Motion to Approve: Doug Parkes

Motion Seconded: Elbert Purdom

Motion Approved

- Resolution 2013-19 Section 3 Plan and Policy - The CMHC is required by federal law to establish a Section 3 Plan and Policy.

Motion to Approve: Doug Parkes

Motion Seconded: Donna Korzeniewski

Motion Approved

- Resolution 2013-20 Write Off of Doubtful Accounts – It is the intention of the CMHC to fully collect all rent and related charges assessed to residents and to make every reasonable attempt to collect the accounts listed on this resolution. With this resolution the Board of Commissioners authorizes the listed accounts to be written off.

Regular Meeting Minutes

December 10, 2014

Page 3

Motion to Approve: Doug Parkes
Motion Seconded: Donna Korzeniewski
Motion Approved

- 2013-21 Flat Rent 2014 – Flat Rents are the maximum rent for each of our unit sizes and types. Flat rents change each year as our utility allowance changes, and is based on MSHDA payment standards for area average rents.

Motion to Approve: Doug Parkes
Motion Seconded: Elbert Purdom
Motion Approved

- 2013-22 Response to Field Office Letter 10-31-2013 – CMHC received a letter, dated October 31, 2013, from the Detroit Field Office in response to their August 20-22, 2013 onsite visit. The letter requires a response and documentation for the CMHC. President Priester is to execute a cover letter as presented at the December 10, 2013 commission meeting. Executive Director Clinton McKinven-Copus is to submit that letter and response documentation presented at the meeting.

Motion to Approve: Doug Parkes
Motion Seconded: Donna Korzeniewski
Motion Approved

Directors Report

Key Performance Indicators are doing well; occupancy and turn-around times are extremely good. Clint is concerned with the reserve level, as we were supposed to be at 3 months reserve by now. HUD has changed it to 6 months reserve and he doesn't know the date of this requirement yet.

Finances

September and October Financial Reports were reviewed by board members; both were accepted and placed on file.

Regular Meeting Minutes

December 10, 2014

Page 4

Communications

There were no communications.

Public Comment

There were eleven members of the public that had comments on various items in the Harborview Building. The CMHC is unable to control some of the changes that need to occur. HUD has mandated that certain things are changed due to our Recovery Agreement with them.

Adjournment of Executive Session

The Regular Meeting of the City of Manistee Housing Commission was adjourned to Executive Session for the Annual Evaluation of the Executive Director.

Return to Open Session

The Executive Session of the City of Manistee Housing Commission was adjourned to Regular Meeting at 6:10 p.m.

Motion to Approve: Doug Parkes

Motion Seconded: Donna Korzeniewski

Motion Approved

- 2013-23 Executive Director Agreement - CMHC Board of Director's appointed Clinton McKinven-Copus as Housing Commission Executive Director March 1, 2005. This resolution authorizes President Dale Priester to execute the employment agreement between the CMHC and Clinton McKinven-Copus.

Motion to Approve: Doug Parkes

Motion Seconded: Donna Korzeniewski

Motion Approved

Regular Meeting Minutes

December 10, 2014

Page 5

Adjournment

There was no additional business to discuss; motion to adjourn was at 6:15 p.m.

Motion to Adjourn: Doug Parkes

Motion to Second: Donna Korzeniewski

Motion Approved

Dale Priester
President

Clinton McKinven-Copus
Executive Director
Commission Secretary

DRAFT

CITY OF MANISTEE HOUSING COMMISSION
Executive Session
December 10, 2013

The City of Manistee Housing Commission Executive Session opened at 5:15 p.m. in the City of Manistee Housing Office Conference Room.

In this Executive Session City of Manistee Housing Commission Board members completed the Annual Evaluation of the Executive Director.

There was no additional business to discuss, and a motion to adjourn to the Regular Meeting was made at 6:10 p.m.

Motion to Adjourn: Doug Parkes
Motion Seconded: Donna Korzeniewski
Motion Approved.

Dale Priester
President

Clinton McKinven-Copus
Executive Director
Commission Secretary