

# CITY OF MANISTEE HOUSING COMMISSION

Wednesday, December 16, 2015

## Community Room - Harborview

4:01 PM

### AGENDA

#### 1. Call to Order/Roll Call

#### 2. Public Comments on Agenda Related Items

*This is an opportunity for citizens to comment on items on the Agenda. Citizens in attendance may be recognized by the Commission President. The City of Manistee Housing Commission Public Comment Policy limits each individual to a three (3) minute statement. The City of Manistee Housing Commission will receive public comments on agenda items only at this time.*

#### 3. Consent Agenda

*All agenda items marked with an asterisk (\*) are on the consent agenda and considered by the Executive Director to be routine matters. Prior to approval of the Consent Agenda Commissioners may remove an item from the Consent Agenda. Items removed from the consent agenda will be taken up during the regular portion of the meeting.*

*Consent Agenda items include:*

##### a. Approval of Minutes

- 1) Public Hearing/Special Meeting Minutes, October 13, 2015 3
- 2) Regular Meeting Minutes, November 18, 2015 5

##### b. Financial Reports

*Current financial reports were not available from our fee accountant for this meeting.*

- 1) Public Housing Financial Statements
  - a) Year-to-Date Budget Tracking Information
- 2) Domestic Violence Grant Program
- 3) Security Deposits Reconciliation

#### 4. Amendments to Agenda

#### 5. \*Approval of Minutes

#### 6. Old Business

*None*

#### 7. New Business

- a. Executive Director Discussion Notes Concerning Items of New Business 8
- b. Resolution 2015-17: December Write Off of Doubtful Accounts 10
- c. Resolution 2015-18: Executive Director Evaluation 12
- d. Resolution 2015-19: Executive Director Agreement 14

#### 8. Report of the Executive Director

**9. Other Staff Reports**

*At this time other CMHC staff may make a presentation to the Commissioners or the Commissioners may make inquiry of a CMHC staff member.*

**10. Committee Reports**

*At this time CMHC standing committees may make a report to the Commissioners as needed.*

**11. \*Finances**

**12. Communications**

*None received*

**13. Public Comment**

*This is an opportunity for citizens to comment on Housing Commission affairs. Citizens in attendance may be recognized by the Commission President. Citizen comments are not limited to agenda items but should be directed to Housing Commission services, activities or areas of involvement. The City of Manistee Housing Commission Public Comment Policy limits each individual to a three (3) minute statement. The City of Manistee Housing Commission will receive public comments at this time and will respond at a later date if the Housing Commission determines a response is appropriate.*

**14. Commissioner Report/Comment**

**15. Executive/Closed Session**

*Executive Session has been called at the request of Executive Director Clinton McKinven-Copus for the purpose of performance of the Annual Evaluation of the Executive Director.*

**16. Adjournment**

**CITY OF MANISTEE HOUSING COMMISSION**  
**Meeting Minutes**  
**October 13, 2015**  
**Public Hearing/Special Meeting**

**Meeting Start Time:** The Meeting was called to order at 4:05 p.m. by President Dale Priester.

**Roll Call:**

<u>Commissioner</u>	<u>Present</u>	<u>Absent Excused</u>	<u>Absent Non-Excused</u>
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elbert Purdom	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Donna Korzeniewski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheryl Kuenzer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Housing Commission Staff Present:**

- Clinton McKinven-Copus, Executive Director/Commission Secretary

**Others Present:**

- None

**Public Hearing for the 2016 Annual Plan:**

- Secretary McKinven-Copus reported that no written comments were received.
- President Priester asked if there were additional written comments to be submitted into the record; none were presented.

**Public Comment on Agenda Related Items:**

- None

**Consent Agenda:**

Motion: Doug Parkes  
Second: Donna Korzeniewski  
Approval: All in Favor

Amendments to the Agenda:

- None

Old Business:

- None

New Business:

- Resolution 2015-16: Adoption of the 2016 Annual Plan
  - Motion: Donna Korzeniewski
  - Second: Doug Parkes
  - Approval: All in Favor

Public Comment:

None

Commissioner Report/Comments:

None

Meeting Adjourned

Motion: Sheryl Kuenzer  
Second: Donna Korzeniewski  
Approval: All in Favor

Time: 4:11 p.m.

---

Dale Priestler  
President

---

Clinton McKinven-Copus  
Executive Director/Secretary  
City of Manistee Housing Commission

**CITY OF MANISTEE HOUSING COMMISSION**  
**Meeting Minutes**  
**November 18, 2015**  
**Regular Meeting Minutes**

**Meeting Start Time:** The Meeting was called to order at 4:00 p.m. by President Dale Priester.

**Roll Call:**

<u>Commissioner</u>	<u>Present</u>	<u>Absent Excused</u>	<u>Absent Non-Excused</u>
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elbert Purdom	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Donna Korzeniewski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheryl Kuenzer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Housing Commission Staff Present:**

- Clinton McKinven-Copus, Executive Director/Commission Secretary

**Others Present:**

- None

**Public Comment on Agenda Related Items:**

- None

**Consent Agenda:**

Motion: Doug Parkes  
Second: Sheryl Kuenzer  
Approval: All in Favor

**Amendments to the Agenda:**

- None

**Old Business:**

- None

New Business:

- None

Executive Director's Report:

- Executive Director, Clinton McKinven-Copus reviewed the presented Key Performance Indicators with the Board of Commissioners

Public Comment:

The Commissioners heard comments from one member of the public.

Commissioner Report/Comments:

None

Closed Session:

A closed session was requested by Executive Director, Clinton McKinven-Copus for the purpose of performing the annual evaluation on the Executive Director.

Motion: Sheryl Kuenzer  
Second: Doug Parkes  
Approval: All in Favor

Time: 4:11 p.m.

Return to Public Session:

Motion: Donna Korzeniewski  
Second: Doug Parkes  
Approval: All in Favor

Time: 5:25 p.m.

Meeting Adjourned

Motion: Donna Korzeniewski  
Second: Doug Parkes  
Approval: All in Favor

Time: 5:28 p.m.

---

Dale Priester  
President

---

Clinton McKinven-Copus  
Executive Director/Secretary  
City of Manistee Housing Commission

DRAFT

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25

**Discussion Notes Concerning Items of New Business**

**Commission Meeting:** December 16, 2015

Clinton McKinven-Copus, Executive Director

**General Information**

Procurement of Services, Materials and Construction  
Per CMHC Procurement Policy as amended August 25, 2009:

Micro Purchases (purchases of less than \$2,000)				
Authorization Required: Executive Director				
Description	Solicitation Type	Bids/Proposals Received	Awardee	Amount
None				

Competitive Proposal (purchases greater than \$100,000)				
Authorization Required: Executive Director & Board of Commissioners				
Description	Solicitation Type	Bids/Proposals Received	Awardee	Amount
None				

Small Purchases (purchases greater than \$2,000 and under \$100,000)				
Authorization Required: Executive Director				
Description	Solicitation Type	Bids/Proposals Received	Awardee	Amount
None				

1  
2 **Resolution 2015-17: Write Off of Doubtful Accounts**



4 **SNAPSHOT:** CMHC reviews bad-debt accounts in July and December of each year for  
5 potential write off. Resolution 2015-17 reflects the write offs for consideration  
6 for December 2015. The names of the account holders are redacted in  
7 accordance with the federal Privacy Act.



9 **DISCUSSION:**

10 No additional information.

12 **Recommendation:**

13 It is the recommendation of the Executive Director that the Commissioners adopt Resolution 2015-17.

15 **Resolution 2015-18: Executive Director Agreement**



17  
18 **SNAPSHOT:** The resolution approves the execution of the annual evaluation of the Executive  
19 Director and places it on file in the Executive Director's employment file.



20  
21 **DISCUSSION:**

22 No additional information.

24 **Recommendation:**

25 Resolution 2015-18 comes as a recommendation from the Personnel Committee.

27 **Resolution 2015-19: Executive Director Agreement**



29  
30 **SNAPSHOT:** The resolution approves the annual agreement between the Housing  
31 Commission and the Executive Director.



32  
33 **DISCUSSION:**

34 No additional information.

36 **Recommendation:**

37 Resolution 2015-19 comes as a recommendation from the Personnel Committee.



Phone: (231) 723-6201  
 Fax: (231) 723-8900  
 TDD/TTY: (800) 545-1833, ext. 870  
[manisteehousing@manisteehousing.com](mailto:manisteehousing@manisteehousing.com)

**Resolution 2015-17**  
**Write Off Of Doubtful Accounts**

**WHEREAS**, it is the intention of the City of Manistee Housing Commission(the “CMHC”) to fully collect all rent and related charges assessed to residents, and

**WHEREAS**, the City of Manistee Housing Commission has made every reasonable attempt to collect on the accounts listed in this resolution,

**NOW, THEREFORE**, on the motion of \_\_\_\_\_, supported by \_\_\_\_\_, and voted upon as follows, **BE IT RESOLVED**, that the CMHC adopts the following resolution:

**IT IS HEREBY RESOLVED** that the Board of Commissioners authorizes that the following accounts and said amounts owed be written off:

Name	Amount Owed	Reason	Action Taken
	\$ 564.18	Evicted	Sent to collections/recorded in EIV
	\$ 155.00	Moved	Sent to collections/recorded in EIV
	\$ 1,210.02	Evicted	Sent to collections/recorded in EIV
	\$ 31.00	Moved	Sent to collections/recorded in EIV
	\$ 728.21	Evicted	Sent to collections/recorded in EIV
	\$ 577.88	Evicted	Sent to collections/recorded in EIV
	\$ 62.00	Moved	Sent to collections/recorded in EIV
	\$ 735.49	Evicted	Sent to collections/recorded in EIV
	\$ 554.44	Evicted	Sent to collections/recorded in EIV
	\$ 1,099.00	Moved	Sent to collections/recorded in EIV
	\$ 491.08	Evicted	Sent to collections/recorded in EIV
	\$ 195.00	Evicted	Sent to collections/recorded in EIV
	\$ 862.07	Evicted	Sent to collections/recorded in EIV
	\$ 220.00	Moved	Sent to collections/recorded in EIV
	\$ 581.80	Evicted	Sent to collections/recorded in EIV
	\$ 399.33	Evicted	Sent to collections/recorded in EIV

	\$ 304.20	Evicted	Sent to collections/recorded in EIV
	\$ 20.00	Moved	Sent to collections/recorded in EIV
	\$ 226.48	Moved	Sent to collections/recorded in EIV
	\$ 1,264.17	Evicted	Sent to collections/recorded in EIV
	\$ 606.72	Evicted	Sent to collections/recorded in EIV
<b>TOTAL</b>	<b>\$ 10,888.07</b>		

**Those voting in favor:**

**Those voting against:**

**Those absent or abstaining:**

**RESOLUTION DECLARED **PASSED****

**CERTIFICATION**

I, Dale Priester, President of the City of Manistee Housing Commission, do hereby CERTIFY that the foregoing is a true and correct copy of the Resolution adopted by the City of Manistee Housing Commission at a regular meeting held on the 16<sup>th</sup> day of December, 2015.

\_\_\_\_\_  
Dale Priester, President

I, Clinton McKinven-Copus, Secretary of the City of Manistee Housing Commission, do hereby CERTIFY that the foregoing is a true and correct copy of the Resolution adopted by the City of Manistee Housing Commission at a regular meeting held on the 16<sup>th</sup> day of December, 2015.

\_\_\_\_\_  
Clinton McKinven-Copus, Secretary



Phone: (231) 723-6201  
Fax: (231) 723-8900  
TDD/TTY: (800) 545-1833, ext. 870  
[manisteehousing@manisteehousing.com](mailto:manisteehousing@manisteehousing.com)

**Resolution 2015-18**  
**Annual Evaluation of the Executive Director 2015**

**WHEREAS**, the City of Manistee Housing Commission Personnel Committee of the Board of Commissioners met with the Commissioners in closed session, at the request of Executive Director Clinton McKinven-Copus for the purpose of performing the annual evaluation of the Executive Director, on November 18, 2015, and

**WHEREAS**, The Personnel Committee met with Executive Director Mr. Clinton McKinven-Copus on December 9, 2015 and presented the completed annual evaluation of his performance, and

**WHEREAS**, Executive Director Clinton McKinven-Copus concurs with the results of the annual evaluation, and

**WHEREAS**, the Personnel Committee of the Board of Commissioners presents the completed annual evaluation of Executive Director Clinton McKinven-Copus to the Board of Commissioners and recommends approval;

**NOW, THEREFORE**, on the motion of [REDACTED], supported by [REDACTED], and voted upon as follows, **BE IT RESOLVED**, that the CMHC adopts the following resolution:

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the City of Manistee Housing Commission authorizes

- The execution of the Annual Evaluation of the Executive Director, Mr. Clinton McKinven-Copus and the placing of it in his employment file.

**Those voting in favor:**

**Those voting against:**

**Those absent or abstaining:**

**RESOLUTION DECLARED **Passed****

**CERTIFICATION**

I, Dale Priester, President of the City of Manistee Housing Commission, do hereby CERTIFY that the foregoing is a true and correct copy of the Resolution adopted by the City of Manistee Housing Commission at a regular meeting held on the 16<sup>th</sup> day of December, 2015.

\_\_\_\_\_  
Dale Priester, President

I, Clinton McKinven-Copus, Secretary of the City of Manistee Housing Commission, do hereby CERTIFY that the foregoing is a true and correct copy of the Resolution adopted by the City of Manistee Housing Commission at a regular meeting held on the 16<sup>th</sup> day of December, 2015.

\_\_\_\_\_  
Clinton McKinven-Copus, Executive Director

DRAFT



Phone: (231) 723-6201  
Fax: (231) 723-8900  
TDD/TTY: (800) 545-1833, ext. 870  
[manisteehousing@manisteehousing.com](mailto:manisteehousing@manisteehousing.com)

**Resolution 2015-19**  
**Executive Director Agreement**

**WHEREAS**, the City of Manistee Housing Commission Board of Commissioners appointed Clinton McKinven-Copus as Housing Commission Executive Director March 1, 2005, and

**WHEREAS**, Mr. Clinton McKinven-Copus has continuously served as the City of Manistee Housing Commission Executive Director since appointment March 1, 2005, and

**WHEREAS**, the Personnel Committee of the Board of Commissioners presents the Employment Agreement between CMHC and Mr. Clinton McKinven-Copus and recommends approval;

**NOW, THEREFORE**, on the motion of [REDACTED], supported by [REDACTED], and voted upon as follows, **BE IT RESOLVED**, that the CMHC adopts the following resolution:

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the City of Manistee Housing Commission authorizes

- President Dale Priester to execute the employment agreement between City of Manistee Housing Commission and Mr. Clinton McKinven-Copus

**Those voting in favor:**

**Those voting against:**

**Those absent or abstaining:**

**RESOLUTION DECLARED **Passed****

**CERTIFICATION**

I, Dale Priester, President of the City of Manistee Housing Commission, do hereby CERTIFY that the foregoing is a true and correct copy of the Resolution adopted by the City of Manistee Housing Commission at a regular meeting held on the 16<sup>th</sup> day of December, 2015.

\_\_\_\_\_  
Dale Priester, President

I, Clinton McKinven-Copus, Secretary of the City of Manistee Housing Commission, do hereby CERTIFY that the foregoing is a true and correct copy of the Resolution adopted by the City of Manistee Housing Commission at a regular meeting held on the 16<sup>th</sup> day of December, 2015.

\_\_\_\_\_  
Clinton McKinven-Copus, Executive Director

DRAFT

## Key Performance Indicators

Reporting Month: December 16, 2015

### Occupancy

As of December 10, 2015	Total Units	Total Occupied	Occupancy Rate	Total Rentable Units	Rentable Occupied	Occupancy Rate
<b>HA Wide</b>	<b>218</b>	<b>195</b>	<b>89%</b>	<b>214</b>	<b>195</b>	<b>91%</b>
Century Terrace	119	104	87%	119	104	87%
Harborview	48	46	96%	48	46	96%
Scattered Sites	47	45	96%	47	45	96%

### Vacant Unit Turn Around Time 01/01—12/10 2012-2015

As of Dec. 10th 2015	Total Units Turned	Maintenance Turn Days	Maintenance Turn Days Average	Lease-up Days	Lease-up Days Average	Vacancy Days Total	Vacancy Days Average	Capital Fund Days
2015	75.00	1,133.00	15.11	1,820.00	24.27	2,973.00	39.65	0.00
2014	27.00	356.00	10.33	65.00	2.41	421.00	12.74	77.00
2013	25.00	131.00	3.76	49.00	1.96	185.00	5.92	0.00
2012	32.00	1,106.00	34.56	285.00	8.91	1,399.00	43.72	0.00
Total	132.00	2,370.00	53.43	2,154.00	35.14	4,557.00	89.29	0.00
<b>4-Year Average</b>	<b>39.75</b>	<b>681.50</b>	<b>15.94</b>	<b>554.75</b>	<b>9.39</b>	<b>1,244.50</b>	<b>25.51</b>	<b>19.25</b>

CMHC staff is developing new strategies to

- increase occupancy rate
- reduce the number of vacancies
- attract families that will stay longer [thus reduce turnover]

We intend to introduce and implement those strategies in January.

Executive Director Key Performance Indicators

Meeting—December 16, 2015

Page 1 of 2

## Financial

The charts below provide a quick summary; please refer to the full financial documents included in the packet for detailed information.

NOTE: At the time of publication of the materials for the Commission meeting December 16, 2015 CMHC had not received either the October or November financial statements. Starting with the January 26, 2016 meeting CMHC staff will prepare internal financial statements for presentation at each Commission meeting. If, upon receipt of the financial statements from the CMHC fee account there are discrepancies and/or changes between the statement prepared internally and the one prepared by the fee accountant, the statement of the fee accountant shall prevail and corrective information will be supplied to the Commissioners. The Commissioners shall continue to receive the statements prepared by the fee account upon receipt by CMHC.

RESERVES			
Min. Months Required	Amount Required	Actual Months	Actual Amount
6 Months	\$540,000		
CMHC Reserves are 59% of Required amount			

KEY FINANCIAL INDICATORS—					
Rent Roll	Rent Collected	Total Income	Total Expense	Capital Expense	Profit/(Loss)