

CITY OF MANISTEE HOUSING COMMISSION
Regular Meeting Minutes
March 29, 2011

The Regular Meeting of the City of Manistee Housing Commission was held on March 29, 2011 at 4:00 p.m. at the City Council Chambers at City Hall.

The meeting was opened by President Dale Priester at 4:01 p.m.

Members Present: President Dale Priester, Vice-President Doug Parkes, Treasurer Elbert Purdom, Commissioner Donna Korzeniewski and Commissioner Lawrence Bacon.

Members Absent: None

Also Present: Clint McKinven-Copus, Executive Director/Commission Secretary and Lorna Perski, Housing Coordinator.

Approval of Minutes

There were no additions or corrections in the Regular Meeting Minutes of December 21, 2010. **Doug made a motion to approve the Regular Meeting Minutes of December 21, 2010 as written.** Donna seconded the motion. All members voted in favor. Motion carried.

There were no additions or corrections in the Special Meeting Minutes of February 8, 2011. **Donna made a motion to approve the Special Meeting Minutes of February 8, 2011 as written.** Doug seconded the motion. All members voted in favor. Motion carried.

Amendments to the Agenda

There were no Amendments to the Agenda.

Old Business

There was no Old Business to discuss.

New Business

Resolution 2011-01 Operating Budget 2011 – Clint said that he was mistaken about needing an Operating Budget for 2011 for submission to HUD. He does need to submit an annual budget. Clint said we are operating within the projected budget, since we planned on receiving only 75% of our Operating Subsidy from HUD. The only way we can change our income is through charges for Cable TV or extra maintenance charges. We changed our health insurance to Priority Health last year at a substantial savings. Clint has informed the Maintenance Staff to purchase only necessary items. We now only have the HSA for the Maintenance Staff. There is an FSA available for the Administrative Staff through payroll deduction. Depending on what Congress does, we may need to open negotiations with the union for the Maintenance Staff. All Housing Authorities are in jeopardy right now.

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Clint balanced the ROSS Elderly and Family Grants today. Doug asked if we will be taking over the expenses for the ROSS Programs once the grant ends, and whether we will be responsible for paying unemployment for the coordinator from the Operating Budget. Doug noted that he was not in favor of approving a budget when we don't have the final Financial Report for the end of 2010 yet. Dale asked about the MSHDA DVG Homes and whether there are funds for management of these homes. Clint noted that this budget can be adjusted at any time to make corrections, but he needs a starting budget for now. **Al made a motion to approve Resolution 2011-01 Operating Budget 2011.** Donna seconded the motion. The majority of the members voted in favor. Doug was opposed.

Resolution 2011-02 Amendment of the Flexible Spending Account Plan (FSA) – There are changes that need to be made due to a change in the regulations for FSA's. **Donna made a motion to approve Resolution 2011-02 Amendment of the Flexible Spending Account Plan (FSA).** Elbert seconded the motion. All members voted in favor. Motion carried.

There will not be a Special Meeting to receive information on RFP 2011-01 Special Legal Counsel/Financial Consultant for Developer Services. It will be included in New Business for the Regular April Commission Meeting.

Director's Report

The Consultant will be here on April 13 and 14 to work with the Administrative Staff on time saving ideas.

Finances

The November 2011 Financial Statements are the last statements Clint has received from the accountant. He recommended not accepting the November 2010 Financial Statements at this time, until we receive the December year end statements. There will probably need to be some adjustments to the November Statements.

Public Comment

Dorothy Sielski a Harborview resident expressed her complaints of maintenance, office staff, resident manager and tenants at Harborview.

Mary O'Brien said that the plastic that maintenance put on the windows in the Dining Room last fall really helped to keep out the cold this past Winter.

Commissioner Reports

Dale said that Housing Authority Insurance Group is providing insurance for commissioners and they have scholarships available for resident's children.

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There was no further business to discuss, **Donna made a motion to adjourn the meeting at 4:32 p.m.** Doug seconded the motion. All members voted in favor. Motion carried.



Dale Priester
President



Clinton McKinven-Copus
Executive Director
Commission Secretary