

CITY OF MANISTEE HOUSING COMMISSION
Regular Meeting Minutes
July 27, 2010

The Regular Meeting of the City of Manistee Housing Commission was held on July 27, 2010 at the City Council Chambers at City Hall. The meeting was called to order at 4:02 p.m. by President Dale Priester.

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

Members Absent: None.

Also Present: Clinton McKinven-Copus, Executive Director/Commission Secretary, Brandon Jensen, Deputy Director and Lorna Perski, Housing Coordinator.

Approval of Minutes

There were no corrections in the Regular Meeting Minutes of June 22, 2010. **Doug made a motion to approve the minutes of June 22, 2010 as written.** Harvey seconded the motion. All members voted in favor. Motion carried.

Amendments to the Agenda

Under New Business - Resolution 2010-6 Bed Bug Control Policy
Under Director's Report – Waiting List Report

Old Business

There was no Old Business to discuss.

New Business

Resolution 2010-5 Write off of doubtful accounts. The accounts to be written off were reviewed by commissioners. Doubtful accounts are written off in July and December. Dale asked what kind of efforts we have made to collect these debts. **Doug made a motion to approve Resolution 2010-5 to write off doubtful accounts.** Elbert seconded the motion. All members voted in favor. Motion carried.

Resolution 2010-6 Bed Bug Control Policy. Commissioner discussed the confirmed case of bed bugs at Century Terrace. Clint said that there was no proof that this was an egregious situation, since we were promptly informed by the tenants involved. El asked about charging tenants to have the units treated as they brought the bed bugs in. Clint said that housing commissions have charged tenants for treatment when they found out once the tenant has moved out and the infestation was much more severe. Treatment costs were \$425.00 per unit and only heat treatment is effective against the Bed Bugs. With detection and treatment

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we had a cost of about \$3,700.00 for this incident. The Bed Bug Control Policy was adjusted from Ferndale Housing Authority's policy and is already a HUD Approved Policy. Our attorney has also reviewed and approved the policy. **Elbert made a motion to approve the Bed Bug Control Policy.** Doug seconded the motion. All members voted in favor. Motion carried.

Director's Report

Clint told the commissioners that he will include a monthly report of the number of Recertifications that were completed, and updated Waiting List for their information. These are items that HUD considers, as well as, the Financial Reports for compliance issues. Doug had questions about how long people remain on the waiting list and procedures for removing them.

Clint reported that the following staff will be laid-off effective this Friday, due to the HUD decrease in Operating Subsidy:

John Olk, Maintenance

Debbie Niesen, Office

Bev Pahoski, Office (Reduction in hours to 32 per week/cancel insurance)

Clint will also meet with the union and Marv, the union steward, next Monday in hopes of adjusting their insurance and 403b match. He plans to try to keep three full-time maintenance workers on staff. We currently have two working and one off on long term disability. The insurance for the remainder of the office staff will be changed from Blue Cross Blue Shield to Priority Health for September 2010 with a savings of \$30,000.00 and will save even more with reduction in staff. Clint is waiting to see what the April, May and June Financial Reports do to our budget to see what direction we are going, there may be more cuts. We may have to choose to be out of compliance with HUD in some areas with the reduced staff. Clint also notified commissioners that there is a plan from PHADA and NAHRO to reduce the compliance and regulatory burden for small agencies. Clint will get a pamphlet for commissioners so they can begin writing their congressmen. If this passes that would be a huge relief for us. Doug asked when the long term disability person will return.

We do not need to make a MERS Contribution currently. We began paying \$500.00 per month when we switched to MERS. Currently the Housing Commission contribution is \$650.00 per month. We are currently funded at 126% and we need to keep the funding above 100%. If we do not make any contribution we will be underfunded by 2015. We began MERS at 154% funded. There was a question about MERS disability payments. They pay out a month disability payment with confirmed disability.

Clint reported that he had learned that the way we have been handling Resident Managers is unacceptable to HUD. We were providing a free unit to Resident Managers, except the Scattered Site Laundry Manager. We will need to provide a Resident Services Stipend to them, and then charge rent on a monthly basis. The Resident Services Stipend is considered exempt income to the Resident Managers.

Due to the reduction in office staff, Clint has reduced the open office hours to 2 hours a day for four days a week.

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Finances

Clint has created a color coded spreadsheet as a brief overview of the year financially. He still needs to add a Year-to-Date Category. Clint said that Rector, Moffit and Reader have been completely paid off. Clint reviewed the statements with commissioners. El asked if it would be possible to see how much money is still available to be used in each of the grants. Clint will create a spread sheet of the balances available in each grant. Clint said we were the hardest hit agency as far as the Operating Subsidy cuts. Darrin is working to resubmit the information to HUD to see if there was any error in the information provided for calculation of the subsidy. The February 2010 and March 2010 Report have been received from Darrin. **Donna made a motion to accept the February 2010 and March 2010 Financial Reports and place them on file.** Harvey seconded the motion. All members voted in favor. Motion carried.

Communications

The Harborview Happenings Newsletter, the Port City Tribune and CMHC Newsletter (Produced by ROSS Staff) were included in communications.

Public Comment

Mary O'Brien, Harborview Resident Manager asked if we can get someone to weed the property. While Brandon was gone and Clint was busy with budget issues, and the yards were let go. Doug asked if Brandon had been out to the Scattered Sites to look at the yards. Brandon said this totally unacceptable. Clint said he would have volunteers help with weeding, but the union contract would not allow this since we have a maintenance person laid off. Clint said that someone would be repairing the bench in the front of Harborview in Memory of Carl O'Dell. Brandon will get maintenance to work on the weeding and mowing of our yards.

There was no additional regular business to discuss, **Donna made a motion to adjourn the Regular Meeting at 4:50 p.m.** Doug seconded the motion. All members present voted in favor. Motion carried.

Following the regular meeting there will be a presentation by Michael H. Syme of Cohen & Grigsby, P.C. The presentation is to educate the commission about development opportunities for the newly acquired "plating factory property" and other potential development activities including how to go forward and develop affordable housing on the site.



Dale Priester
President



Clinton McKinven-Copus
Executive Director
Commission Secretary