

## CITY OF MANISTEE HOUSING COMMISSION

### Regular Meeting Minutes

March 23, 2010

The Regular Meeting of the City of Manistee Housing Commission was held on Tuesday, March 23, 2010 at the City Council Chambers at City Hall. The meeting was called to order at 4:09 p.m. by President Dale Priester.

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

Members Absent: Vice-President Doug Parkes.

Also Present: Clinton McKinven, Executive Director/Commission Secretary and Brandon Jensen, Deputy Director.

#### Approval of Minutes

There were no additions or corrections in the Regular Meeting Minutes of February 23, 2010. **Donna made a motion to approve the Regular Meeting Minutes of February 23, 2010.** Elbert seconded the motion. All members voted in favor. Motion carried.

There were no additions or corrections in the Work Session Minutes of March 8, 2010. **Donna made a motion to approve the Work Session Minutes of March 8, 2010.** Harvey seconded the motion. Donna made a comment that the section in the minutes regarding Worker's Compensation where she said, "that should be there so people are informed", she thought that she made that comment when we were talking about the handbook, not Workers Comp. Donna said it wasn't necessary to remove or change that section. All members voted in favor. Motion carried.

#### Amendments to the Agenda

The agenda was amended to move Ross Grant Report to item 3(a) after Amendments to the Agenda and before Old Business.

#### ROSS Grant Report

Sidney Shaw reported on the Health Fair held at Century Terrace on Thursday, March 11<sup>th</sup>. The Health Fair was a huge success and had a great turn out. 78 residents, approximately 54% of the population attended the health fair. This was the largest turn out for any event held in the Century Terrace Community Room. Multiple area agencies were present to help update personal health information to put on the back of resident doors for rescue workers information. ROSS will try to make sure 100% of residents get their health information updated. Ten residents and one of the commissioners, Donna Korzeniewski, volunteered to assist at the health fair. There were twenty-one vendors there. There were eighteen merchants that supplied items to be given away at the health fair. Linda Hutchinson talked about the bingo card that she made up to make sure residents got to all the different booths. Residents participated and engaged the various health providers which included: Blood Sugar Check (Walgreens), Blood Pressure Check (Rite- Aid), Pill Management (Glen's Pharmacy), Area Agency on Aging ( Medicare/Medicaid Info), Munson Home Health, Friends Who Care, Acupuncture

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by Healing Perspectives, Foot Care by Wanda Schafer, Diabetes Check by WSCC Student Nurses, Manistee Area Community Clinic, District #10 Health Dept. Flu Clinic, Disability Network of N. MI, MSU Extension (gardening & nutrition), Juicing by Sidney & Priscilla, Benzie/ Manistee Community Mental Health, Manistee Massage Therapy, West Shore Medical Center (Smoking Cessation, Nutrition and EMT's), West MI Blood & Cancer Center and City of Manistee Fire Department. Linda talked about the pamphlets and literature provided to residents.

Local merchants provided door prizes for the bingo card: Wahr Hardware, Ace Hardware, Pizza Hut, House of Flavors, Brick Oven Bakery, Care Linc, Manistee Massage Therapy, Weesie's Garden Center, Oleson's Market, Glen's Market, Port City Clipper, Manistee Civic Players, Bungalow Inn, Tri-Star Products, Walgreens, Rite-Aid and Glen's Pharmacy.

All events were well attended and enjoyed by the residents and the vendors commented that they enjoyed participating and look forward to the next event.

### Old Business

There was no Old Business to discuss.

### New Business

Clint explained that he and George Saylor are working on negotiating with the consultant regarding the Employee Policy Manual for non-union employees. There are changes in the process at this time. Clint tried to write the Resolution in a manner that allows George to negotiate and sign off on the manual before the resolution is adopted. Clint has not received the document with the changes at this point, due to consultant illness. **Harvey made a motion to table the decision on Resolution 2010-3 until we receive the document with changes made.** There were no objections.

### Director's Report

Clint said George is trying to nail down an actual closing date for the Manistee Plating Company. He is in contact with Patsy at the title office.

Clint updated his report regarding occupancy. As of today we have one vacancy in our Scattered Sites for an occupancy rate of 98%, Harborview has one vacancy for an occupancy rate of 98% and Century Terrace has 17 vacancies for an occupancy rate of 86%. We are now at a 91% occupancy rate for all units. We are trying to do better background checks and make better decisions on letting people in. Dale asked when the Vine Street Duplexes will be complete. Brandon reported that they should be turned over to CMHC on May 1, 2010. We should not have any problems filling these units as we have a long waiting list for two bedroom units.

The Annual Presentation to City Council will be on the April 6, 2010 near the end of the meeting.

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### Deputy Director's Report

Brandon said he did not prepare anything for this meeting as he has been working with Clint on the budget issues. Not a lot has been changed. The Holly Court Fence is being put up this week. The Energy Performance Contract is underway now and the preliminary schedule notice is going out in Linda's CMHC Monthly Newsletter. Formal notices will be going out in about two weeks once the first shipment of supplies comes in. There will be landscaping changes at Harborview this year.

Elbert, Dale and Clint met on March 15, 2010 and based on our profit and loss statement we will be closing out fiscal year 2009 with about \$94,000.00 in over expenditures. There are mitigating circumstances due to not being able to get a financial report until about two weeks ago. There are still some issues that need to be rectified. We immediately put in place some corrective actions: For 2010 we are moving toward a 97% occupancy rate, addressing collections and retention. We have realigned some of our fee structures. For 2010 we are decreasing expenditures by \$75,000.00 which included work force reduction, termination of contracts and sub-contracting. Elimination of the Community Policing Program was scheduled, but Clint spoke to our Community Police Officer and there is nothing that precludes him from paying rent and utilities. We would charge a rent that would allow him something for the services he provides and he would pay his own utilities. Harvey wondered why we need him since tenants still need to call 911 if there is a problem. Clint explained that he is not our police officer, he is a community police officer working with our Neighborhood Watch, Community Safety Issues, Tenant Problem Resolution and Parking Lot Issues. He is not our Police Officer 24/7. Brandon said the target would be to reach the average rent for the unit. Dale asked if the unit receives subsidy. It receives the subsidy as long as it is filled. Donna asked about work force reduction. A maintenance employee was laid-off as of Thursday. Harvey asked about closing the office two days a week. That has been done to allow Debbie to assist Lorna with recertification paperwork, allowing Lorna to focus more on full occupancy of 97%. HUD requires certain reports and recertifications.

### Finances

Dale said he is not happy with the numbers, since no one can explain them. El said that if you look on the balance sheet there is a negative number on the asset account, it appears that \$192,000.00 is owed to something. He has been concerned about our cash and is disappointed in the accounting firm that we are using. We are having huge bills to correct Tenmast or Yardi or something and we are not getting the information that we need. The \$192,000.00 was not brought to our attention, and to make matters worse we are still working on an acceptable explanation. We are getting close to it and it is a lot of verbage, but not a lot of hard facts. El thinks this is not acceptable. When we look at our bank account \$349,000.00 from an accounting standpoint, it either has to be a reduction of the \$349,000.00 or another account. The \$349,000.00 Now Account from West Shore Bank is the Manistee Housing Commission Account. Other than that we have a MSHDA Domestic Violence Account at Northwestern Bank. Clint said that the item that El was questioning is probably an ARRA Stimulus Fund Draw. El asked how we get the \$147,000.00 if we only have one account plus, the Domestic Violence Account. He said that we are hearing from our accountant that everything is okay, but he has been a CPA since 1960 and he doesn't believe it. We think there are problems with Yardi/Tenmast combination, but we should be able to see what our bank balance is. We have spent an inordinate amount of time trying to decipher our books. We spend a lot of money on software that makes it simple, and we are back in the same

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place. El said that if you look at page 3 in the equity section the retained earnings should be the loss we have for the year \$339,000.00, but if you look at the income statement it is \$338,000.00. This would mean that the books are out of balance, but they are not according to the numbers. El said if he had the time and money he would go down to the accountants and spend time and get this straightened out. Clint said he and El discussed a conference with the accountant, but maybe we should request that they come up here. We are running up such a bill with the accountants, approximately \$28,000.00 and we still don't have correct books. El said the money probably is not missing, but we can't tell where it is. Clint thinks it may be in the CFP accounts. El said that he needs to talk to the accountant directly. Clint said that there are problems with the inter fund \$192,000.00 in the software that needs to be rectified. There are items attached to the inter fund that should not be attached, the DVG Account is one of these. Clint said that \$196,000.00 is today's actual bank balance. Harvey asked if there is any way to give them 30 days to get this straightened out. Clint said that we need to meet with software and accounting people all at once. He also said that he told the president of Tenmast that he doesn't intend to pay the \$10,000.00 cost to renew the 2010 contract with them since we have spent so much on accounting fees trying to get Financial Reports corrected. The initial set-up was very messed up and the person that came out last March was dismissed from Tenmast. The accountant gets the bank statements directly from the bank and they log on to Tenmast directly so there should be no problem with the information they get. The board suggested that we do the conference call. Al said he wants to call the accountants directly himself first. Dale suggested we have a meeting before our next meeting to evaluate reports.

Communications

The Resident Newsletters and CMHC Newsletter produced by ROSS Staff and included in communications.

Public Comment

There were no Public Comments.

Commissioner Report

There were no Commissioner Reports, Comments or Concerns.

There was no additional business to discuss, **Donna made a motion to adjourn the meeting at 4:57 p.m.** Elbert seconded the motion. All members voted in favor. Motion carried.



Dale Priester  
President



Clinton McKinven-Copus  
Executive Director  
Commission Secretary