

City of Manistee Housing Commission
Special Meeting Minutes
February 2, 2010

The Special Meeting of the City of Manistee Housing Commission was held on Tuesday, February 2, 2010 in the Conference Room at the City of Manistee Housing Commission administrative office. The meeting was called to order by President Dale Priester at 4:05pm.

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, and Brandon Jensen, Deputy Director

Discussion Items

Resolution 20010-2 PHAS Certification

Clinton started by explaining the PHAS certification sub indicator item number 1: Vacant Unit Turnaround Time. Discussion began with the total number of turnaround days, being 10,878, double of what it was for the 2008 submission. Clinton explained that the reasons for the delays included software installation and implementation, long waiting lists which needed to be purged, and high number of evictions and vacating residents. Clinton expanded on the vacancies by pointing out the average number of vacancies at one time in the past five years at Harbor View has been around one. In 2009, there were eight vacancies at one time due to death and move outs. At the scattered sites, there is an average of one to two vacancies, in 2009 there were 8 vacancies at one time. At Century Terrace, there is an average of 20 to 25 vacancies at one time, in 2009 there were close to forty vacancies at one time. These numbers made it very difficult to turn around units and get them leased up ASAP. Brandon went on to re-iterate that Maintenance did have the majority of the vacancies turned around by the close out of 2009, and the PHAS numbers for 2010 should reflect much better.

Clinton went on to explain the fifth component of the PHAS submission: Budget Controls. He pointed out greater numbers for the 2009 submission as compared to the 2008 submission in regards to the total amount of Capital Funds expended during the PHA fiscal year being assessed. The CMHC spent a total of \$530,519.63 in Capital Funds. This number is way up in comparison to the 2008 submission at a little over \$100,000.00. Clinton attributed the improved number to the hiring of Brandon Jensen, and his dedicated work to improve the physical structures and conditions of the CMHC properties.

Next, Clinton moved to Sub-Indicator 3: Work Orders. He pointed out that all emergency work orders in 2009 were completed within the 24 hour timeframe required by HUD. The total number of non-emergency work orders called in was 1,342, with an average completion time for these being 1.93 days. Well within the 20 day time frame required by HUD. Brandon explained that the numbers reflected a quality maintenance worker being designated to work orders in 2009 paying special attention to preventative maintenance issues while on a work order call. Doug asked about the number of non-emergency work orders being lower than

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previous years and Brandon continued by stating that at the time of unit turns, this maintenance worker also does preventative repairs in units prior to turn around which limits the number of work orders called in just after a unit is newly leased.

Clinton next went on to explain Sub-Indicator 3: Annual Inspection of Dwelling Units and Systems. Special attention was given to the number of units inspected that did not require repair work. In 2009, forty-four units inspected did not require repairs, this number is far better than the 2008 numbers, and again, Brandon attributed this to the preventative work being performed by the assigned Work Order personnel.

Finally, Clinton explained the annual inspection items for common areas. Doug and Dale questioned the 176 units that required repairs to comply with UPCS. Clinton looked over the number and assured them that a typographical error occurred on the print out and he would be taking a look and verifying this figure prior to official PHAS submission. Dale asked if there were any other questions regarding Resolution 2010-2: PHAS Certification. **Donna made the motion to adopt Resolution 2010-2: PHAS Certification, with the verification of the number of common areas required to be repaired to comply with UPCS.** Harvey seconded the motion. All members voted in favor. Motion Carried.

Donna made the motion to adjourn at 4:39pm. Elbert Seconded. All voted in favor. Motion Carried.



Dale Priester
President



Clinton McKinven-Copus
Executive Director/Commission Secretary