

# Elk Rapids Housing Commission Minutes

May 16, 2017

President Myrna Howse called the meeting to order at 3 :30 pm.

The Pledge of Allegiance to the American flag was led by President Myrna Howse

Roll call: President Myrna Howse, Vice President Marilyn Sinclair, Commissioners, Margaret VandenBerge, Gerti Lane, T. MacGregor, Council Representative Larry Ball, all present.

Moved by M.Sinclair and supported M. VandenBerge to approve the minutes of April 18, 2017 with minor corrected typo. Carried.

Moved by L.Ball and supported by G. Lane to approve the May agenda as presented. Carried

Public Comment / Communications on items listed on the agenda – None, no tenants / public in attendance.

Moved by M. VandenBerge supported by G. Lane to accept the payroll and bills paid April 16, 2017 – May 16, 2017. Note: on the table was the April 2017 Statement of Operations.

Roll call vote: M. Sinclair-yes, MacGregor-yes, G. Lane-yes, M.VandenBerge-yes, M. Howse-yes. Motion carried.

Occupancy, V. Harrett reported occupancy - Noble Pines has a full house with six active applicants.

Currently Noble Pines has open enrollment.

Resident Commissioner Report - Resident Commissioner G. Lane reported there were resident comments to her about the new House Rules and the air conditioning cost increase. Director V. Harrett addressed the questions and reported that she had met individually with the four tenants that had questions. All issues appeared resolved with the clarifications.

Maintenance Report was given by H. Webb. The annual spraying for bees has been completed by Hogarth's. Tree stump removal has been scheduled with the village's contracted service. We are waiting for a date the Lion's Club can be here to assist the tenants installing their personal air conditioners. The three hallway abandoned register covers are being built. Two of them should be ready for placement next week. Glenn Howse has done a beautiful job constructing the oak covers. The Village building on 2<sup>nd</sup> street is close to being ready for our use. The contractor will place a window in the building. The Village DPW supervisor has asked if we

needed electricity in the building. Installing the electricity would be at the expense of the Elk Rapids Housing Commission. After a short discussion it was decided by the Board to decline electricity in the building at this time. H. Webb will relay the message to the DPW supervisor.

V. Harrett, reported that she was out of town earlier in May. Harrett, thanked H. Webb and M. Howse for overseeing Noble Pines while she was away. A review of the bank statements was given. Noble Pines is stable at this time. All tenant Leases and House Rules have been signed and are in effect. Common Angle will be here to assess our Community Room computer May 25, 2017. The draft computer policy will be completed and posted next week.

Larry Ball, Elk Rapids Village Council Representative, gave an overview of the Council meeting that was held at Hertha. Green ER hosted a variety of topics from three speakers. T. MacGregor was reappointed to the Elk Rapids Housing Commission.

Unfinished business, staff compensation, was discussed. The Board reviewed a health reimbursement plan to add to the Personnel Policy. After some discussion the chair entertained a motion.

#### RESOLUTION 2017 - 05

#### EMPLOYEE BENEFIT REIMBURSEMENT - ADDENDUM TO THE PERSONNEL POLICY

Motion by M.Sinclair

Seconded by M.VandenBerge

In an effort to encourage employee good health the Elk Rapids Housing Commission adds this addendum to the Personnel Policy. After three consecutive years of employment an employee will be eligible for a Benefit Reimbursement not to exceed \$1,000.00 in a fiscal year. The reimbursement will be offered to only the employee. The reimbursement is out of pocket proof (receipts) of medical, dental or optical expenses. The paid receipts must be dated for the fiscal year and paid at the end of the fiscal year. (October – September)

This reimbursement is not part of the salary or wage of the employee.

Roll Call Vote: M. Sinclair – yes, M. VandenBerge – yes, M. Howse – yes, T. MacGregor – yes, G. Lane – yes                      Ayes - 5      Nays -0                      Motion carried.

New Business – A reminder of procedure, was presented to the Board by M. Howse ERHC President. Election of officers will be held in October at the Annual meeting as mandated in the ERHC By-laws. The past two years we have had to elect new presidents to fill openings on vacated chairs due to resignations.

Welcome to continuing Board member Tom MacGregor. 2017-2021

Resident Activity report was given by G. Lane – Two BINGO afternoons, Sunday pie time and a Pot Luck were highlight events. Sunday May 14, 2017 tenants celebrated Mother’s Day with a special night of deserts provided by M. Reiter. All events are open to the Board and Noble Pines residents and guests. Resident, Gerti Lane, extended an invitation in hope to increase the attendance and broaden the social time conversations.

Two communications were included in the Board packet. A copy of the Excessive Energy Policy/Procedure that is necessary to help meet the increased electric charges May – October. This will place the increase on the resident consumer. A copy of the most recent Consumers Energy bill was included in the communication for review and support for the policy. The procedure was posted for 30 days as part of the Lease and House Rules.

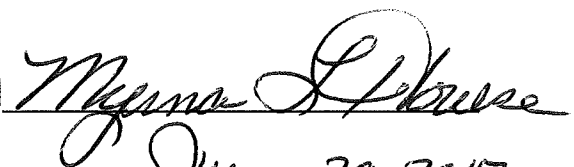
The next meeting of the Elk Rapids Housing Commission will be June 20, 2017 at 3:30 pm.

Motion by M. VandenBerge to adjourn and Seconded by G. Lane. Carried  
Meeting adjourned at 4:45 pm.

Respectfully submitted,



Victoria Harrett  
Executive Director

Approved   
June 20, 2017

