

## Elk Rapids Housing Commission Minutes

January 16, 2018

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 M. Howse, Vice President M. Sinclair, Commissioners, W. Knecht, M.

Vandenberg All present.

Council Representative Larry Ball.

Three guests and four tenants in attendance.

Moved by W. Knecht and supported by M. Vandenberg to approve the minutes of December 19, 2017 as presented. M. Howse suggested a minor grammar change in paragraph seven. Motion carried with the minor change.

Moved by W. Knecht supported by M. Sinclair to approve the January agenda. Discussion followed, M. Howse asked to modify the agenda with permission from C. Kennedy and allow Paul Olson to present first. C. Kennedy agreed. Two minor corrections noted. Motion carried with the agenda modification and corrections.

M. Howse, introduced Paul Olsen from Municipal Underwriters of Michigan our current insurance carrier. Mr. Olsen gave an overview of our coverages and updates on the policy changes for 2018. He noted that our premium had not changed for 2018. (Package plan \$4,581.00 annual premium) Municipal Underwriters of Michigan is the agent for the Elk Rapids Housing Commission's worker's compensation plan thru Accident Insurance Company of America. The annual premium had not increased from 2017. (Annual cost is \$913.00, divided into two payments. Paid in Feb and Aug)

M. Howse introduced Caroline Kennedy, Elk Rapids Assistant Village Manager and Village Clerk.

Ms. Kennedy, presented Gertrude Lane a Certificate of Appreciation from the Elk Rapids Village Council for her service on the Elk Rapids Housing Commission Board. Gertrude served as the Resident Commissioner from 2014-2017 and resigned in December, due to health issues. President Myrna Howse spoke highly of Gertrude thanking her not only for her service on the Board but also for many hours working in the COA Foot Clinic here at Noble Pines and the monthly social events she organized for the residents.

M. Leix, will be filling the vacant seat in February.

Caroline Kennedy, gave a Power Point informational presentation outlining the Freedom of Information Act also known as the Sunshine Laws developed for transparency in government meetings and decision making.

Public Comment / Communications on action items on the agenda. – None

Moved by M. Vandenberg and supported by L. Ball, to accept the payroll and bills paid December 19, 2017 – January 19, 2018.

Roll call vote:

Ayes: Sinclair, Knecht, Vandenberg, Howse

No: 0            Motion carried

Director V. Harrett reported on Noble Pines occupancy. We have a full house. Two tenants are out on medical. Noble Pines has a waiting list of 7 active applicants and maintains an open waiting list.

A verbal maintenance report was given by H. Webb. Webb, remarked on the hours spent removing snow from the parking lot and doing the best we can to keep safety paths for Emergency services and the tenants. We did contract F. Russell to assist with some of the snow removal.

The Executive Director report recapped the financial status of Noble Pines as being stable at this time. The Village Council appointed Marilyn Leix to the Housing Commission Board. She will be sworn in at the Village Council's February 5, 2018 meeting. Harrett, reminded the Board that she will be attending the MHDA conference, February 21-23, 2018. The HUD 2018 Operating Subsidy information has been sent to the fee accountant. The office is busy with annual tenant recertifying

Larry Ball, Elk Rapids Village Council Representative, reported on items from the January 3, 2018 Council meeting. The area biking trail and curbside trash pick-up are ongoing discussion along with workshops on the Village proposed budget.

After some discussion, the Board suggested that a review and possible change to the By-laws and adopting an Ethics policy will be brought up later this year. Commissioner W. Knecht stated that he felt it was important to look into an Ethics policy but he is agreeable to a later date.

There was no new business.

There were no comments from the public.

A Noble Pines resident activity report was given by G. Lane. On December 28, 2017 the tenants enjoyed a catered Swiss steak dinner. Throughout the month there was BINGO and Sunday evening Sweet Treat gatherings.

In Communication, M. Howse, read a letter dated January 10, 2018 from Doug Gordon the Michigan Director of HUD, commending V. Harrett Executive Director and the staff of the Elk Rapids Housing Commission for their efforts implementing sound financial practices.

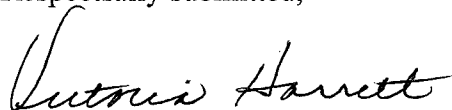
Congratulating them on an audit with no findings and wishing the Elk Rapids Housing Commission continued success. The Board also thanked Victoria Harrett for the work done to maintain a financially stable home for our residents.

No other business.

Next meeting of the Elk Rapids Housing Commission will be February 20, 2018 at 3:30 pm.

Moved by M. Vandenberg and seconded by M. Sinclair to adjourn. Motion carried.  
Meeting adjourned at 4:50 pm.

Respectfully submitted,



Victoria Harrett

Approved: 

Date: *20 Feb 2018*