MARQUETTE HOUSING COMMISSION
BOARD MEETING MINUTES
February 28, 2023

The meeting was called to order at 12:00 pm.

1) Roll Call
   Present: Stark, Metz, Rose, and Maki
   Absent: None
2) Approval of Agenda: Motion made by Metz so moved by Rose, to approve the agenda as presented with the addition to adding CAAM under 6) Communications
3) Approval of Previous Meeting Minutes: Motion made Metz, so moved by Rose, to approve the November 22, 2022 minutes.
4) Public Comment: Tenant was told they would be added to the agenda and because they are not, they realize they only have three minutes to speak. They provided copies of HUD CFR handbook, fact sheets of tenants' rights, and resignation letter from secretary of Resident Council. Pets are not on a leash, illegal substances not being addressed; all which disrupts the livelihood of the tenants. Only asking for cooperation from management.
5) Consent Agenda
   (a) Executive Director's Report

Staff:

- Apartment manager and occupancy specialists are working on reorganizing tenant files.

Vacancies:

- Lake Superior Village: 0 - They are transferring two families from a 3BR to a 2BR.
- Pine Ridge Marquette: 0 - One eviction that has been in the process since November.

Executive Director:

- The MSHDA loans for both properties have been closed.
- The audit for MSHDA for both projects has been completed. Pine Ridge's audit has been submitted. Lake Superior Village audit is waiting for a letter from the lawyer representing AHSUP in the lawsuit regarding a tenant falling during construction
- Attended the Michigan NAHRO conference in Gaylord. My term as President is up September 2023.
- Working on completing the necessary 40 hours of course work for my real estate license.
- Submitted the required annual management forms to MSHDA.
- Need to determine if MHC can end compliance contract with KMG Prestige. Commissioner asked to reiterated the reason we submit files to KMG before Cinnaire is to add the extra protection that we are compliant.
- Participating in discussions with local agencies about developing permanent supportive housing.

(b) Youth and Family Center Report – December through February activities reported.
(c) Financials – January 2023We have a budget in place. No capital expenditures. Budget column is yearly.
(d) Approval of checks – Voided checks were due to new printer adjustments. Credit card services questioned. Understands now that HAP checks are for the vouchers.
(e) Cash Position Statement – CD moved from line 1 to line 3. Add CD percentage to report.
(f) Housing Choice Voucher Progress Report – Showed two year tool and how the yearly amounts change periodically within one year.
Motion made by Metz, seconded by Rose, to approve the Executive Director's report.

6) Communications
   (a) Participation in CEDAM and PHADA – Board would like to participate in both.
   (b) CAAM email – Requirement to implement a plan so everybody has access to the information. It is okay for CAAM and MHC to write a grant to develop for the program. Motion made by Metz, seconded by Rose, to agree with CAAM.email.
7) Old Business
8) New Business
   a) Strategic planning review – Motion made by Metz, seconded by Rose, to approve the strategic plan as written. Board wants the plan on our website and added to Old Business on the agenda.
   b) Strategic planning client satisfaction survey – E.D. will resend the survey so board members may submit to the strategic planner.
   c) Annual funding to Youth and Family Center – Motion made by Metz, seconded by Rose, to provide the Y&F Center $25,000 per year. Need to add a budget line for Y&F. In the future this will be given at the start of each year with the possibility of changing the amount given.
   d) Resolution 2023-1 Personnel Policy – Motion made by Rose, seconded by Metz, to approve the Personnel Policy. Motion passes.
   e) Resolution 2023-2 Utility Policy – Motion made by Metz, seconded by Rose, to approve the Utility Allowances.
   f) Meeting with owner of Venture Motel
   g) Meeting day and time
9) Commissioner Comments: Rose – No comment, Metz – would like to know about having the rules specified by AHSUP, not MHC.
10) Public Comment – Clarification of not adding Resident Council to the agenda
11) Adjournment at 3:45 pm

Michelle M Metz
Signature

3-28-23
Date