

**Albion Housing Commission
Monthly Board Meeting
Tuesday, January 26, 2016**

Where: 1300 Cooper Street, Albion, MI 49224

When: Tuesday, January 26, 2016

Time: 1:00 P.M.

1. **Call to Order:**
2. **Resident Citizen Time: Three - Five Minutes Please**
3. **Approval of Agenda for Tuesday, January 26, 2016**
4. **Approval of Minutes from the Regular Board Meeting on Tuesday, November 17, 2015**
5. **Communication:**
 - A. Welcome New Commissioner Sherry Grice
 - B. Albion Housing Commission's Monthly Scheduled Board meeting Dates (enc.#1)
 - C. Albion Housing Commission Election of Officers
 - D. Thank you letter from Resident Maurice Barnes, 404 W. Broadwell #12 (enc. #2)
 - E. Albion Housing Commission's Occupancy Report (enc. #3)
 - F. Albion Housing Commission's Capital Investments **Roll Call** (enc. #4)
 - G. Employees of the City of Albion to Receive a 2% Wage Increase for 2016 & 2017 (enc.#5)

6. **Albion Housing Commission's Accounts Payable Statements:**
Approval of Albion Housing Commission's Accounts Payable Statements for December 11, 2015 - January 21, 2016 **Roll Call** (enc. #6)

7. **Albion Housing Commission's Bank of America Credit Card Statement:**
Approval of Albion Housing Commission's Credit Card Statement for November 26, 2015 – December 25, 2015 **Roll Call** (enc. #7)

8. **Albion Housing Commission's Operating Income Statements, Balance Sheets and Operation Monitors:** Albion Housing Commission's Operating Statements for Fiscal Year End for September 30, 2015 Final Report, October 31, 2015, and November 3, 2015 (enc. #8)

9. **Albion Housing Commission's Old Business:**
 - A. Albion Housing Commission's September 30, 2015 Fiscal Year End Audit to be conducted on January 25- 26, 2016, by Barry Gaudette, CPA, P.C

 - B. New Proposal from Specialty Satellite & Antenna Service to install Antenna/Satellite at Peabody Place & George V. Mather (enc. #9)

10. **Albion Housing Commission's New Business:**
 - A. Albion Housing Commission's Employees Contribution Blue Cross Blue Shield Benefits Increase to 20% Effective February 1, 2016 **Roll Call Resolution015-016-003** (enc. #10)

 - B. Albion Housing Commission's PHAS Score Report for Interim Rule (enc. #11)

 - C. Albion Housing Commission under Leasing Plan with HUD (enc. #12)

11. **Directors Personal Privilege:**

12. **Commissioner's Personal Privilege:**

13. **Adjournment**

**ALBION HOUSING COMMISSION
1300 COOPER ST.
ALBION, MI 49224**

The Albion Housing Commission's Monthly Board Meeting was held on Tuesday, November 17, 2015 at 1:00 p.m. in the conference room of the Albion Housing Commission, located at 1300 Cooper Street, Albion, MI 49224.

Call to Order:

Commissioner Arnett called the meeting to order at 1:05 p.m.

Roll Call:

Present Commissioners:	Mr. James Arnett Mrs. Jane Bradley Mr. Ronald Gant
Excused Commissioners:	Ms. Joyce Washington Mrs. Kathleen Stimer – Resigned

Election of Officers: Tabled until next board meeting

Resident/Citizen Time:

None

Approval of the Agenda:

Commissioner Arnett called for an approval of the agenda for Tuesday, November 17, 2015. Commissioner Arnett called for a motion. Commissioner Gant made a motion to approve the agenda. Commissioner Bradley supported the motion. **The motion was approved by all.**

Approval of the Minutes:

The Board reviewed the minutes from the regular board meeting on Tuesday, September 29, 2015. Commissioner Arnett called for the approval of the board meeting minutes. Commissioner Bradley made a motion to approve the minutes as written. Commissioner Gant seconded the motion. **The motion was approved by all.**

Communication:

Albion Housing Commission Election of Officers: Commissioner Arnett stated the Election of Officers have been tabled until next board meeting.

Albion Housing Commission's Occupancy Report (enc. #1): Director Kemp informed the Board that the housing commission's current occupancy is 95%. Commissioner Gant stated he would like to see the housing commission's occupancy at 100%. Director Kemp informed the Board that the housing commission has several evictions. Commissioner Arnett reminded the Board that HUD would like the housing commission's occupancy to be at 97%. Commissioner Bradley informed Director Kemp to stay within the occupancy guidelines.

Albion Housing Commission's Capital Investments, Roll Call (enc. #2): Director Kemp informed the Board that CD at Chemical Bank in the amount of \$91,535.20 matured on November 3, 2015. Director Kemp stated the CD was re-invested with Chemical Bank at .75% interest rate. Director Kemp also informed the Board that the housing commission added the \$8,829.48 from United Educational Credit Union to the CD that was re-invested at Chemical Bank for a total investment of \$100,364.68. Commissioner Arnett informed Director Kemp that in the future he would like three (3) different financial

institution rates. Director Kemp informed the Board that she would have the maturity date corrected. Director Kemp informed the Board the next CD will mature on January 30, 2016 at Chemical Bank. Commissioner Arnett called for a motion. Commissioner Gant made a motion to accept that there are no Capital Investments at this time. Commissioner Bradley seconded the motion. **The motion was approved by all.**

Roll Call:

Mr. James Arnett – Yes
Mrs. Jane Bradley – Yes
Ms. Joyce Washington – Excused
Mr. Ronald Gant – Yes

Albion Housing Commission HUD/REAC Inspection Summary Score of 96 (enc. #3): Director Kemp informed the Board that the housing commission's goal was 90%; the housing commission received 96%. Director Kemp stated the housing commission is awaiting the final PHAS score. Commissioner Arnett complimented the housing commission on what a great job they have done. Commissioner Bradley stated that no residents attend the board meetings to ask questions or make complaints so the housing commission must be doing a good job with keeping the residents happy. Director Kemp informed the Board the only complaints that have been brought to her attention is that the lighting is out in certain areas. Director Kemp stated maintenance is aware of the lighting issue, and they are currently working on it.

Peabody Place Community Room Furniture Replaced Tuesday, November 10, 2015 (enc. #4):

Director Kemp informed the Board that she has purchased new furniture for the Peabody Community Room due to it being damaged and worn. The purchase was made online at Sam's Club, and the furniture will arrive on Tuesday, December 10, 2015. Commissioner Bradley informed the Board that she has heard a lot of nice comments regarding the Peabody's Community Room. Commissioner Bradley stated the community is thankful to be able to use the Peabody's Community Room for different events (receptions, funeral repass, etc). Commissioner Bradley stated that it is an excellent community service that the housing commission offers.

Albion Housing Commission will be closed on November 26 & 27, 2015 for Thanksgiving Holiday:

Director Kemp informed the Board that the housing commission office will be closed on November 26 & 27, 2015 for the Thanksgiving Holiday. Director Kemp informed the Board that Maintenance Supervisor, Quentin Brown will be on-call during this time. Commissioner Arnett asked if there was anyone else that could be on-call so that Mr. Brown could enjoy time with his family. Mr. Brown informed the Board that he would be spending time with his family in the Albion area during this time; he didn't have an issue with being on-call.

Albion Housing Commission's Drum Line, JR's Dancing Dolls and Girl Scouts' fall outing at Roller Skating Rink and Lunch at the Old Country Buffet Saturday, October 31, 2015. AHC Drum Line and Girl Scouts to participate in the Albion Aglow Parade on December 1, 2015 at 6:30 p.m.:

Director Kemp informed the Board that the housing commission's Drum Line, JR's Dancing Dolls and Girl Scouts' fall outing was at the Jackson Skating Center and Old Country Buffet on Saturday, October 31, 2015. Director Kemp also informed the Board that the AHC Drum Line and Girl Scouts will participate in the Albion Aglow Parade on December 1, 2015 at 6:30 p.m. Director Kemp stated there are 23 girl scouts, with no volunteers to assist Ms. Rider. Director Kemp stated the housing commission also offers tutoring with Albion College students on Tuesday's at 4:30 p.m. here at the housing commission. Director Kemp also stated she is currently working with David Farley to have a Boy Scout Troop here at the housing commission.

Albion Housing Commission Accounts Payable Statements:

Approval of Albion Housing Commission's Accounts Payable Statements for September 25, 2015 – November 12, 2015, Roll Call (enc. #4): Director Kemp presented the Board with the Albion Housing Commission's Accounts Payable Statements for September 25, 2015 – November 12, 2015.

Commissioner Arnett called for a motion. Commissioner Gant made a motion to accept the Albion Housing Commission's Account Payable Statements for September 25, 2015 – November 12, 2015.

Commissioner Bradley seconded the motion. **The motion was approved by all.**

Roll Call:

Mrs. Jane Bradley – Yes
Ms. Joyce Washington – Excused
Mr. Ronald Gant – Yes
Mr. James Arnett - Yes

Albion Housing Commission's Bank of America Credit Card Statements:

Approval of Albion Housing Commission's Credit Card Statements for September 26, 2015 – October 25, 2015 – Roll Call (enc. #5): Director Kemp presented the Board with the Bank of America Credit Card Statements for September 26, 2015 – October 25, 2015.

Commissioner Arnett inquired about the \$47.23 purchase using the AHC's Bank of America Credit Card with his name of it. Director Kemp stated AHC's Bank of America card with her name on it was in California with Ms. Taylor and Mr. Brown while attending a NAHRO conference. Director Kemp stated the housing commission had to purchase office supplies which were charged on Commissioner Arnett's card. Commissioner Arnett called for a motion. Commissioner Bradley made a motioned to accept the Albion Housing Commission's Credit Card Statements for September 26, 2015 – October 25, 2015. Commissioner Gant seconded the motion. **The motion was approved by all.**

Roll Call:

Ms. Joyce Washington – Excused
Mr. Ronald Gant - Yes
Mr. James Arnett – Yes
Mrs. Jane Bradley – Yes

Albion Housing Commission's Operating Income Statement, Balance Sheet, and Operation

Monitor: Albion Housing Commission's Operating Statements for Fiscal Year End September 30, 2015 (**Not Completed Yet**): Director Kemp informed the Board that the Operating Income Statement, Balance Sheet, and Operation Monitor will be completed by the end of the month.

Albion Housing Commission's Old Business:

Update on Employee Michael Porter's Concern Regarding Possible incorrect Health Savings

Amount and Family/Single Plan: Director Kemp informed the Board that Albion Housing Commission Employee, Michael Porter has a concern regarding him possibly receiving an incorrect amount in his health savings account, for the Family/Single Plan. The error has been corrected. Director Kemp informed the Board that she spoke with Mike Tymkew. Mr. Tymkew stated there was an error made on behalf of BC/BS. Mr. Porter's Health Savings Account is \$2,000.00 and his deductible is \$2,000.00. Director Kemp stated there is no re-imburement needed.

Update on Specialty Satellite & Antenna Service proposals to install Antenna at Peabody Place & George V. Mather:

Director Kemp presented the Board with the updated satellite and antenna proposal. Director Kemp informed the Board that Tom from Specialty Satellite will need to install a total of five (5) antennas, two (2) at Peabody and three (3) at Mather. Commissioner Arnett stated the antennas are not to be placed on the roof due to damage and structural issues. Commissioner Bradley stated that if antennas are placed on the roof, the property value would decrease. Director Kemp stated she was unsure as to

more installation information. The Board recommended that the Satellite & Antenna service be tabled until the next board meeting when more information is available. After some discussion, Director Kemp stated she would provide more information at the next board meeting.

Albion Housing Commission's New Business:

Albion Housing Commission's Five Year/Annual PHA Plan Approved by HUD (enc. #6): Director Kemp presented the Board with the HUD approved Albion Housing Five Year/Annual PHA Plan.

Albion Housing Commission's Recaptured Bad Debt/Collection Losses in the amount of \$4,242.22: Director Kemp presented the Board with the Bad Debt/Collection Losses that has been collected year-to-date in the amount of \$4,242.22. Director Kemp stated the bad debt was collected due to garnishments and individuals who have been approved for a Section 8 voucher.

Proposal from Barry Gaudette, CPA, P.C to Complete the Albion Housing Commission's Fiscal Year End Audit for September 30, 2015 Roll Call Resolution#015-016-001 (enc. #7): Director Kemp informed the Board that she sent two (2) bid proposals. She stated that the housing commission received one (1) proposal back from Barry Gaudette. Director Kemp presented the Board with the proposal from Barry Gaudette, CPA, P.C. to complete the Albion Housing Commission's Fiscal Year End Audit for September 30, 2015. Director Kemp informed the Board that Mr. Gaudette's proposal amount is \$4,500.00. After some discussion, Commissioner Arnett called from a motion. Commissioner Gant made a motion to accept the proposal from Barry Gaudette, CPA, P.C. to complete the Albion Housing Commission's Fiscal Year End Audit for September 30, 2015, **Resolution#015-016-001**. Commissioner Bradley seconded the motion. **The motion was approved by all.**

Roll Call:

Ms. Joyce Washington- Excused

Mr. Ronald Gant – Yes

Mr. James Arnett – Yes

Mrs. Jane Bradley – Yes

Approval of the Albion Housing Commission's Operating Budget for Fiscal Year End September 30, 2016 Roll Call Resolution #015-016-002 (enc. #8): Director Kemp presented the Board with the Albion Housing Commission's Operating Budget for Fiscal Year End September 30, 2016. Director Kemp informed the Board that the housing commission has a projected loss of \$4,550.00. Commissioner Bradley inquired about line #205, a tremendous increase. Director Kemp informed the Board that the increase is due to the health savings account and Blue Cross/Blue Shield. Commissioner Bradley inquired about line #280. Director Kemp explained the difference is due to heating gas, and vacancies. Commissioner Bradley also inquired about line #330 labor, decreasing. Director Kemp informed the Board that the decrease is due to maintenance salaries and Otis Edmonds' retirement, two (2) maintenance workers instead of three (3). Director Kemp informed the Board that line #410 is the housing commission's insurance, which has decreased. This is the housing commission's property, liability, etc. The cost decreased due to the Stevenson Company decreasing their insurance rates. Director Kemp informed the Board that line #420 is due to (PILOT) Payment In Lieu Of Taxes. Commissioner Bradley inquired about line #450 decreasing. Director Kemp stated that this is due to the City of Albion giving Albion Housing Commission the incorrect amount for non-homestead millage rate. Commissioner Bradley also inquired about line #520. Director Kemp explained that this is the purchase of the administrative vehicles in 2014. Director Kemp informed the Board that the housing commission is expected to operate at 92% subsidy. Director Kemp informed the Board that she is considering ADP as an outsourcing accounting firm for the housing commission's payable and payroll. Commissioner Arnett recommended Director Kemp to compensate staff when needed, and be sensitive to their workload. After some discussion, Director Kemp informed the Board that the salary schedule will be discussed on an annual basis. Director Kemp informed the Board that the operating budget will be effective January,

2016. Commissioner Bradley recommended for Director Kemp to stay in line with the City of Albion. Director Kemp stated she will contact the City of Albion to get information regarding raises and cost of living increases for 2016. Commissioner Arnett called for a motion. Commissioner Bradley made a motion to approve the Albion Housing Commission's Operating Budget for Fiscal Year End September 30, 2016, **Resolution #015-016-002**. Commissioner Gant seconded the motion. **The motion was approved by all.**

Roll Call:

Mr. Ronald Gant – Yes
Mr. James Arnett – Yes
Mrs. Jane Bradley – Yes
Ms. Joyce Washington – Excused

Director Personal Privilege:

None

Commissioner Personal Privilege:

Commissioner Bradley stated she is saddened to hear that Commissioner Stimer decided to resign.

Commissioner's Working Session/Retreat Planned for 2016: Director Kemp asked the Board if they were still interested in the working session/retreat? The Board stated they are no longer interested in a working/session. Commissioner Arnett stated the session/retreat is not needed at this time.

Adjournment:

Commissioner Arnett called for a motion to adjourn the board meeting. Commissioner Gant made a motion to adjourn. Commissioner Bradley seconded the motion. The board meeting was adjourned at 2:09 p.m.

Prepared by Administrative Assistant, Callie Taylor

President, James Arnett

Secretary/Executive Director, Ann Kemp, PHM