

**Albion Housing Commission
Monthly Board Meeting
Tuesday, February 16, 2016**

Where: 1300 Cooper Street, Albion, MI 49224

When: Tuesday, February 16, 2016

Time: 1:00 P.M.

1. **Call to Order:**
2. **Resident Citizen Time: Three - Five Minutes Please**
3. **Approval of Agenda for Tuesday, February 16, 2016**
4. **Approval of Minutes from the Regular Board Meeting on Tuesday, January 26 , 2016**
5. **Communication:**
 - A. Albion Housing Commission Preparing for Annual Report to the City of Albion, City Council
 - B. Albion Housing Commission's Occupancy Report (enc. #1)
 - C. Albion Housing Commission's Capital Investments **Roll Call** (enc. #2)
 - D. Upcoming Coming National NAHRO and PHADA Conferences (enc.#3)
6. **Albion Housing Commission's Accounts Payable Statements:**
Approval of Albion Housing Commission's Accounts Payable Statements for January 22, 2016 - February 11, 2016 **Roll Call** (enc. #4)

7. **Albion Housing Commission's Bank of America Credit Card Statement:**
Approval of Albion Housing Commission's Credit Card Statement for
December 26, 2015 - January 25, 2016 **Roll Call** (enc. #5)

8. **Albion Housing Commission's Operating Income Statement, Balance Sheet and
Operation Monitor:** Albion Housing Commission's Operating Statements for January
21, 2016 (will be provided at board meeting)

9. **Albion Housing Commission's Old Business:**
 - A. None to Report at this time

10. **Albion Housing Commission's New Business:**
 - A. Albion Housing Commission Unit Door Lock/Deadbolt Issue

 - B. Approval of the Albion Housing Commission's 2016 - 2017 Insurance Renewal with
The Stevenson Company in the amount of \$41,826.00 **Resolution 015-016-004**
(enc. #6)

 - C. Albion Housing Commission's Revised Smoke Free Work Place Policy and Smoke
Free Property Policy **Resolution 015-016-005** (enc. #7)

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, January 26, 2016 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 1:00 p.m.

Roll Call:

Present Commissioners:	Mr. James Arnett Mrs. Jane Bradley Mr. Ronald Gant Ms. Sherry Grice
Excused Commissioners:	Ms. Joyce Washington

Resident/Citizen Time:

None

Approval of the Agenda:

Commissioner Arnett called for a motion to amend the agenda for Tuesday, January 26, 2016. Commissioner Gant made a motion to approve the amended agenda. Commissioner Grice 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, November 17, 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:

Welcome New Commissioner Sherry Grice: The board welcomed Sherry Grice as the new Commissioner to sit on Albion Housing Commission's Board. Commissioner Arnett informed Commissioner Grice of the protocol when a Commissioner is not going to attend the board meeting.

Albion Housing Commission's Monthly Scheduled Board meeting Dates (enc. #1): Director Kemp presented the Board with the monthly scheduled board meeting dates. Commissioner Arnett stated there will be special meetings if necessary. He also stated that if there is little to no business to discuss, the monthly board meeting will be rescheduled or cancelled for the month. Commissioner Arnett added that the meeting dates are subject to change, Director Kemp will notify each commissioner.

Albion Housing Commission Election of Officers: Commissioner Bradley recommended Commissioner Arnett to remain President of Board. Commissioner Bradley was nominated to become Vice President of the Board. Commissioner Arnett called for a motion. Commissioner Gant made a motion to approve the Albion Housing Commission Election of Officers as presented. Commissioner Grice seconded the motion. **The motion was approved by all.**

Thank you letter from Resident Maurice Barnes, 404 W. Broadwell #12 (enc. #12): Director Kemp presented the Board with a thank you letter from resident, Maurice Barnes, residing at 404 W. Broadwell

Street, Apt. #12. Commissioners congratulated the housing commission on a wonderful job in providing great service to residents.

Albion Housing Commission's Occupancy Report (enc. #3): Director Kemp informed the Board that the housing commission's occupancy rate is currently at 93%. Commissioner Arnett expressed that he was unhappy with HUD due to the fact that their required score for occupancy is above 95%. Commissioner Arnett stated that he considers 90% - 95% as good. Commissioner Arnett added his standards of the Albion Housing Commission are great, and informed Director Kemp to continue doing a wonderful job and not to lower the Albion Housing Commission standards. Commissioner Arnett mentioned that the housing commission's occupancy is dependent on HUD's funds. If in the near future the housing commission's funds are being tremendously affected, the housing commission will have to lower their standards in certain areas. After much discussion, Commissioner Bradley recommended Director Kemp to stay within the occupancy guidelines; lowering standards will create other issues.

Albion Housing Commission's Capital Investments, Roll Call (enc. #4): Director Kemp informed the Board that the CD at Chemical Bank will mature on January 30, 2016. Director Kemp stated she will seek other financial institutions for the best rates and terms. Commissioner Grice asked for the terms of the CD's. Director Kemp informed the Board the housing commission prefers a one (1) year term. Commissioner Bradley inquired about the unaudited reserve balance. Director Kemp explained that Barry Gaudette is currently performing the housing commission's Fiscal Year End September 30, 2015 audit to be sure that the funds are the amount that is specified and in the appropriate accounts. 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:

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

Employees of the City of Albion to Receive a 2% Wage Increase for 2016 & 2017 (enc. #5): Director Kemp presented the Board with the City of Albion wage increase information request from Commissioner Bradley. The City of Albion stated employees will receive a 2% wage increase for 2016 & 2017.

Albion Housing Commission Accounts Payable Statements:

Approval of Albion Housing Commission's Accounts Payable Statements for December 11, 2015 – January 21, 2016, Roll Call (enc. #6): Director Kemp presented the Board with the Albion Housing Commission's Accounts Payable Statements for December 11, 2015 – January 21, 2016. Commissioner Arnett inquired about the amounts of \$18,000.00 and \$6,000.00 paid to the City of Albion. Director Kemp reminded the Board the amounts reflect the 2016 Health Savings Account for employees, \$18,000.00 and \$6,000.00 for maintenance. Commissioner Arnett called for a motion. Commissioner Bradley made a motion to accept the Albion Housing Commission's Account Payable Statements for December 11, 2015 – January 21, 2016. Commissioner Gant seconded the motion. **The motion was approved by all.**

Roll Call:

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

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

Approval of Albion Housing Commission's Credit Card Statements for November 26, 2015 – December 25, 2015 – Roll Call (enc. #7): Director Kemp presented the Board with the Bank of America Credit Card Statements for November 26, 2015 – December 25, 2015. Commissioner Bradley asked if this statement reflected the Florida conference that Director Kemp and Commissioner Arnett attended. Director Kemp informed the Board that the conference information will reflect on the next credit card statement. Director Kemp mentioned the airline tickets and hotel deposit was reflected on the previous statement. Director Kemp explained the credit card purchases: \$30.72 was for a coffee pot for Peabody Place, Deluxe was used to order office supplies, Harmon Auto Glass was for the replacement of the front windshield of the housing commission's Chevy suburban. Commissioner Arnett called for a motion. Commissioner Gant made a motion to accept the Albion Housing Commission's Credit Card Statements for November 26, 2015 – December 25, 2015. Commissioner Grice seconded the motion. **The motion was approved by all.**

Roll Call:

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

Albion Housing Commission's Operating Income Statements, Balance Sheets, and Operation Monitors (enc. #8): Albion Housing Commission's Operating Statements for Fiscal Year End for September 30, 2015 Final Report, October 31, 2015, and November 3, 2015: Director Kemp presented the Board with the Operating Income Statements, Balance Sheets, and Operation Monitors. Commissioner Bradley informed Director Kemp that funds are low and reminded her to check spending. Director Kemp informed the Board that some activities for Girl Scouts and Drumline will be limited. Commissioner Arnett informed Director Kemp to try to keep activities for the children and find other areas to cut. Director Kemp stated approximately 44 of Albion Housing Commission residents are negative renters. She also informed the Board that the seniors, being the majority of individuals paying rent, are being negatively affected. Commissioner Grice informed Director Kemp to research an upcoming grant for March, funds are available for youth programs.

Albion Housing Commission's Old Business:

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.: Director Kemp informed the Board that Barry Gaudette is currently conducting the Albion Housing Commission's Fiscal Year End Audit for September 30, 2015. Director Kemp informed the Board Mr. Gaudette found one (1) item regarding a hotel receipt not being attached to the invoice but it was with the expense report. A copy was made and attached to the invoice. Mr. Gaudette will present the housing commission with the completed audit within 45-60 days.

New Proposal from Specialty Satellite & Antenna Service to install Antenna/Satellite at Peabody Place & George V. Mather (enc. #9): Director Kemp presented the Board with the new satellite and antenna proposal. Maintenance Supervisor, Quentin Brown informed the Board that Tom from Specialty Satellite will need to install a total of five (5) satellites, two (2) at Peabody, one (1) at Mather and two (2) on Ash Street for the best signal. Tom informed Mr. Brown that the satellites will be placed on a tripod and placed on the roof; although he stated the tripods would not cause any damage to the roofs. Commissioner Arnett stated the antennas being placed on the roof will cause damage and structural issues. He stated installing the tripods on the roofs would go against the Albion Housing Commission's current satellite policy. The Board declined the Satellite & Antenna proposal. Director Kemp stated that a

notice will be sent to Peabody & Mather residents to notify them that no antennas or satellites would be installed.

Albion Housing Commission's New Business:

Albion Housing Commission's Employees Contribution Blue Cross/Blue Shield Benefits Increase to 20% Effective February 1, 2016 Roll Call Resolution 015-016-003 (enc. #10): Director Kemp presented the Board with the Albion Housing Commission's Employees Contribution for Blue Cross/Blue Shield Benefits increase to 20% effective February 1, 2016. Director Kemp stated this is the maximum amount required under state law. Commissioner Arnett and Director Kemp agreed that if dividing the 20% by four (4) weeks will help the employees; that is an option. Commissioner Grice questioned the insurance company. Director Kemp stated that the housing commission's insurance is in connection with the City of Albion. After little discussion, Commissioner Arnett called for a motion. Commissioner Bradley made a motion to accept the Albion Housing Commission's Employees Contribution for Blue Cross/Blue Shield Benefits to be increased by 5%, totaling 20% effective February 1, 2016, **Resolution 015-016-003**. Commissioner Grice seconded the motion. **The motion was approved by all.**

Roll Call:

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

Approval of the Albion Housing Commission's PHAS Score Report for Interim Rule (enc. #11):

Director Kemp presented the Board with the Albion Housing Commission's PHAS Score Report for Interim Rule from HUD. Commissioner Arnett wanted an explanation of the report in detail. He questioned the management component. Director Kemp explained to the Board that the management component is based on occupancy, tenant accounts receivables and tenant accounts payables. Director Kemp informed the Board that the housing commission is working hard to increase its occupancy rate. Director Kemp informed the Board that applicants try to move-in with utility issues, which prevents them from being able to get services turned on and in their name and financial difficulties which prevents them from having the security deposit which is required in order to move-in.

Albion Housing Commission under Leasing Plan with HUD (enc. #12): Director Kemp informed the Board that HUD has placed the housing commission under a leasing plan. She presented the Board with the Albion Housing Commission's Leasing Plan. She informed the Board that due to the housing commission occupancy being below 95%, the Leasing Plan is due by the 25th of each month until 95% occupancy is reached.

Director Personal Privilege:

Director Kemp informed the Board she will attend the MI NAHRO Board Meeting in Bay City on Thursday, January 28 – 29, 2016.

Commissioner Personal Privilege:

None

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 2:14 p.m.

Prepared by Administrative Assistant, Callie Taylor

President, James Arnett

Secretary/Executive Director, Ann Kemp, PHM