

Albion Housing Commission
Monthly Board Meeting
Tuesday, March 15, 2016

Where: 1300 Cooper Street, Albion, MI 49224

When: Tuesday, March 15, 2016

Time: 1:00 P.M.

1. **Call to Order:**
2. **Resident Citizen Time: Three - Five Minutes Please**
3. **Approval of Agenda for Tuesday, March 15, 2016**
4. **Approval of Minutes from the Regular Board Meeting on Tuesday, February 16 , 2016**
5. **Communication:**
 - A. Notice to Peabody and Mather Residents regarding Satelittes and AHC March Newsletter (enc. #1)
 - B. Albion Housing Commission Collaborations with Albion Community Foundation and AIM/ Life Mentoring Organization (enc. #2)
 - C. Albion Housing Commission's Occupancy Report (enc. #3)
 - D. Albion Housing Commission's Capital Investments **Roll Call** (enc. #4)
6. **Albion Housing Commission's Accounts Payable Statements:**
Approval of Albion Housing Commission's Accounts Payable Statements for February 18, 2016 - March 10, 2016 **Roll Call** (enc. #5)
7. **Albion Housing Commission's Bank of America Credit Card Statement:**
Approval of Albion Housing Commission's Credit Card Statement for January 26, 2016 - February 25, 2016 **Roll Call** (enc. #6)

8. **Albion Housing Commission's Operating Income Statement, Balance Sheet and Operation Monitor:** Albion Housing Commission's Operating Statement will be provided at the next board meeting. Response from Fee Accountant, Sascha Montross. (enc. #7)

9. **Albion Housing Commission's Old Business:**
 - A. Albion Housing Commission's Revised Smoke Free Work Place Policy and Smoke Free Property Policy **Resolution 015-016-005** (enc. #8)

10. **Albion Housing Commission's New Business:**
 - A. Approval of Albion Housing Commission's Maintenance Price List Increase **Roll Call** (enc. #9)

 - B. Albion Housing Commission's Freedom of Information Act Policy; Procedure and Guidelines. **Resolution 015-016-006** (enc. #10)

 - C. Albion Housing Commission's 2016 Capital Fund Program **Resolution 015-016-007, Roll Call** (enc.#11)

 - D. Approval of the Albion Housing Commission's Annual Audit for Fiscal Year Ended September 30, 2015 and Report on Internal Control and Compliance **Resolution 015-016-008, Roll Call** (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, February 16, 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
 Ms. Sherry Grice
 Mr. Ronald Gant
 Ms. Joyce Washington

Resident/Citizen Time:

None

Approval of the Agenda:

Commissioner Arnett called for a motion to approve the agenda for Tuesday, February 16, 2016. Commissioner Gant made a motion to approve the 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, January 26, 2016. 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 Preparing for Annual Report to the City of Albion, City Council:

Director Kemp informed the Board that the Albion Housing Commission is preparing to make an annual report to the City of Albion, City Council. Director Kemp informed the Board she will contact Sheryl L. Mitchell, City Manager to schedule a day to be added to the agenda. Commissioner Bradley asked Director Kemp if she would like for the Board of Commissioners to attend also. Commissioner Arnett stated Board members are welcome to attend for support. Director Kemp stated she is comfortable attending alone.

Albion Housing Commission's Occupancy Report (enc. #1): Director Kemp informed the Board that the housing commission's occupancy rate is currently at 95%. Director Kemp informed the Board that she has emailed HUD regarding the Albion Housing Commission requirement to continue completing a Leasing Plan, due to the housing commission currently being at 95%. She stated she has not received an answer from HUD as of yet. Director Kemp informed the Board that beginning February 1, 2016, the housing commission has tried to accommodate applicants by moving them in with utility issues, giving them 40 days to get previous bills paid and new services turned on and in their name.

Albion Housing Commission's Capital Investments, Roll Call (enc. #2): Director Kemp informed the Board that the CD at Chemical Bank matured on January 30, 2016 and was re-invested at .85% for 18

months. Commissioner Arnett stated the housing commission has short term investments just in case of an emergency. Director Kemp stated the housing commission has the ability to operate for approximately 4 1/2 months with capital investment funds. Commissioner Bradley stated funds listed on the investment report should be verified that they are accurate and in the institutions specified. Director Kemp stated Fee Accountant, Sasha Montross verifies the funds each month. Commissioner Bradley inquired about the income worksheet and the capital investment amounts being different. Commissioner Arnett asked Director Kemp to check the discrepancy and report back to the Board at the next board meeting. After much discussion, Commissioner Arnett called for a motion. Commissioner Washington made a motion to approve Albion Housing Commission's Capital Investments. Commissioner Gant seconded the motion.

The motion was approved by all.

Roll Call:

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

Upcoming National NAHRO and PHADA Conferences (enc. #3): Director Kemp presented the Board with the upcoming National NAHRO and PHADA conferences. She informed the Board to contact her if interested.

Albion Housing Commission Accounts Payable Statements:

Approval of Albion Housing Commission's Accounts Payable Statements for January 22, 2016 – February 11, 2016, Roll Call (enc. #4): Director Kemp presented the Board with the Albion Housing Commission's Accounts Payable Statements for January 22, 2016 – February 11, 2016. Commissioner Arnett called for a motion. Commissioner Bradley made a motion to accept the Albion Housing Commission's Account Payable Statements for January 22, 2016 – February 11, 2016. Commissioner Washington seconded the motion. **The motion was approved by all.**

Roll Call:

**Mrs. Jane Bradley - Yes
Ms. Sherry Grice – Yes
Ms. Ronald Gant - Yes
Ms. Joyce Washington – 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 December 26, 2015 – January 25, 2016 – Roll Call (enc. #5): Director Kemp presented the Board with the Bank of America Credit Card Statements for December 26, 2015 – January 25, 2016. Commissioner Arnett called for a motion. Commissioner Washington made a motion to accept the Albion Housing Commission's Credit Card Statements for December 26, 2015 – January 25, 2016. Commissioner Gant seconded the motion. **The motion was approved by all.**

Roll Call:

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

Albion Housing Commission's Operating Income Statements, Balance Sheets, and Operation Monitors (will be provided at board meeting): Director Kemp presented the Board with the Operating

Income Statements, Balance Sheets, and Operation Monitors for January 21, 2016. Commissioner Bradley asked for an explanation for overages in travel, administrative salaries and employee benefits. Director Kemp explained travel is over due to herself and Commissioner Arnett attending the PHADA conference in January, 2016. She stated Administrative Salaries will decrease due to staff no longer being allowed to accrue comp time and there will be no overtime unless approved. Director Kemp stated employees need to complete all work within 8 hours. Director Kemp explained the employee benefits overage is due to the health savings account for Blue Cross/Blue Shield in the amount of \$26,000.00. Director Kemp stated next month the operating income statement should reflect the current changes.

Albion Housing Commission's Old Business:

None to report at this time.

Albion Housing Commission's New Business:

Albion Housing Unit Door Lock/Deadbolt Issue: Director Kemp explained to the Board that the housing commission is having issues with door locks and deadbolts in Northview Homes and Grandview Heights. Maintenance Supervisor, Quentin Brown explained families are constantly damaging locks to their doors and/or normal wear and tear to the doors. He explained that the cost of replacing the plates for locks is very expensive. Mr. Brown informed the Board the housing commission has decided to use deadbolts and passage door handles. This would cut the cost by almost 80%. Mr. Brown stated the 404 W. Broadwell Street, even row apartments are being used as trial apartments; if it seems to work, all family units will convert upon an as need basis, until all units are complete. Commissioner Arnett asked if the new deadbolts are HUD approved. Director Kemp stated she checked with Rich Moore of Design House Architects to be sure it is HUD approved; and it is.

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): Director Kemp presented the Board with the Albion Housing Commission's 2016 – 2017 Insurance Renewal with The Stevenson Company. She explained the coverage is the same. The increase of \$2,916.00 is due to their company losses from other agencies and a rate increase. Director Kemp explained to the Board that the housing commission has not filed any insurance claims that would contribute to the increase. Director Kemp stated the \$41,826.00 will be made in installment payments, which will be deducted from the Capital Funds Account. Director Kemp informed the Board that she and Bob Bucko reviewed the housing commission's policy. Commissioner Arnett stated it is very important to have liability coverage, and that Albion Housing Commission has adequate coverage. Commissioner Arnett called for a motion. Commissioner Gant made a motion to approve the Albion Housing Commission's 2016 – 2017 Insurance Renewal with The Stevenson Company in the amount of \$41,826.00, **Resolution #015-016-004.** Commissioner Washington seconded the motion. **The motion was approved by all.**

Roll Call:

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

Albion Housing Commission's Revised Smoke Free Work Place Policy and Smoke Free Property Policy, Resolution#015-016-005 (enc. #7): Director Kemp presented the Board with Albion Housing Commission's Revised Smoke Free Work Place Policy and Smoke Free Property Policy. Commissioner Arnett stated he disagrees with the Smoke Free Property Policy, as it pertains to tenants smoking inside of their homes due to invasion of privacy. Commissioner Arnett stated Director Kemp will be able to enforce the Smoke Free Work Place Policy, as it pertains to employees. Director Kemp stated the Smoke Free Work Place Policy has been in affect since 2007, although it has not been enforced. If the policy is

approved, she will have each employee sign the policy so that it can be enforced. Mr. Brown informed the Board that there is an 89 year old Peabody resident and her daughter that smokes, and they are both on oxygen. Mr. Brown stated that enforcing the policy would mean informing both of these individuals that they are unable to smoke in their unit. He doesn't feel the policy would be effective. Commissioner Bradley stated making sure the unit is not a fire hazard is a priority. She stated policing and informing tenants that they are unable to smoke in their units is out of the housing commission's control. Commissioner Arnett asked Director Kemp to check with HUD to see if there is a grandfather rule for smokers that are already in public housing. After a little discussion, Director Kemp and Commissioner Arnett stated eventually tenants will be forced to not smoke in their units due to HUD's policy and guidelines. The Board agreed to table this matter until Director Kemp received a response from the HUD Office.

Director Personal Privilege:

None

Commissioner Personal Privilege:

Commissioner Sherry Grice informed Director Kemp of a grant that Albion Housing Commission's Girl Scouts could qualify for.

Adjournment:

Commissioner Arnett called for a motion to adjourn the board meeting. Commissioner Washington made a motion to adjourn. Commissioner Gant seconded the motion. The board meeting was adjourned at 2:01 p.m.

Prepared by Administrative Assistant, Callie Taylor

President, James Arnett

Secretary/Executive Director, Ann Kemp, PHM