

# Memo

**To:** Albion Housing Commission Board of Commissioners  
**From:** Ann Kemp, PHM Executive Director *AK*  
**cc:** File  
**Date:** December 10, 2015  
Board Meeting Cancellation, Account Payables, Bank of  
America Credit Card, BCBS HSA Billing, New Board  
**Re:** Member, and Office Closing

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Commissioners:

This memo is to inform you that the monthly board meeting for Tuesday, December 15, 2015 has been cancelled due to no new business to report. Our next board meeting is scheduled for **Tuesday, January 26, 2016 at 1:00 P.M.**

Enclosed for your review and approval are the Albion Housing Commission's Account Payables from November 13, 2015 - December 10, 2015 and the Bank of America Credit Card Statement from October 26, 2015- November 25, 2015.

Also enclosed is an invoice from the City of Albion for the 2016 Blue Cross Blue Shield Health Savings Account in the amount of \$24,000.00. The amount decreased by \$2,000.00 due to Ms. Zenoniani being a part-time employee. This matter requires a vote from all Commissioners; therefore, I will

contact all Commissioners on Tuesday, December 15, 2015 beginning at 10:00 A.M. If you are unavailable during the scheduled time, please feel free to contact me on Monday, December 14, 2015.

Mayor Domingo has appointed Ms. Sherry Grice as our new board member. She will be sworn in on Monday, December 21, 2015.

The housing office will be closed Thursday, December 24, and Friday, December 25, 2015 for the Christmas Holiday and Thursday, December 31, 2015 and Friday, January 1, 2016 for New Years.

If you have any questions or further information is needed, please feel free to contact me by calling (517)-629-2511 or by email [albionhc@wowway.biz](mailto:albionhc@wowway.biz)

Thank you.