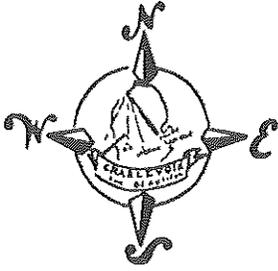


CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT
PINE RIVER PLACE

REGULAR MEETING CHARLEVOIX HOUSING COMMISSION

TUESDAY, DECEMBER 15, 2015
2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

AGENDA:

Call to Order/Roll Call

Approval of Meeting Minutes and Bills

Executive Director's Report

Old Business: Executive Director Vacancy
 Property at 207 W. Garfield
 Employee Handbook
 Fair Market Rents and Flat Rent

New Business: None

Miscellaneous Business

Board Commissioners

Public Comment on subjects unrelated to agenda items

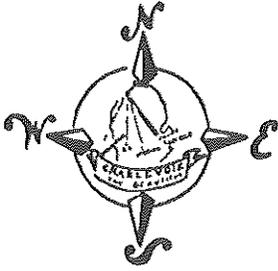
Adjournment

CHARLEVOIX HOUSING COMMISSION

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PROJECT
PINE RIVER PLACE

Regular Meeting Minutes November 17, 2015

A Regular Meeting of the Charlevoix Housing Commission was called to order by President Stevens at 2:00 pm at Pine River Place, 210 West Garfield, Charlevoix, Michigan.

PRESENT: Buday, Stephan, Olach, Stevens
ABSENT: Left
OTHER: Julie Waterman, Interim Executive Director
Residents of Pine River Place

Approval of Meeting Minutes and Bills:

President Stevens asked if there were any corrections or additions to the minutes from the October meeting or questions on the October bills. There was a question of the charges to repair dumpster wheels. These are repairs done to dumpsters owned by the Commission – not the waste removal company. Another question brought up the payment for window washing. The company was delayed in sending us the bill for the services completed in early July. A motion to approve the minutes from the October 20th meeting and the October bills was made by Joni Olach and seconded by Paul Stephan.

Yes: Buday, Stephan, Olach, Stevens

No:

Abstentions:

Absent: Left

Executive Directors Report: Interim Executive Director Julie Waterman presented the October financial statements. She described recent issues with the boilers that necessitated immediate attention and the costs associated with the materials and labor. The installation of new parts will take place on Thursday. It was discovered that a recently vacated unit had a hidden plumbing leak that caused damage severe enough to require the unit undergo complete renovation. Julie initiated a review with AT&T of the landline telephone bill. We have been paying taxes when we have tax-exempt status. The results were a credit of \$469.85. Drug screenings of current employees were conducted as per the policies. New office hours are working out nicely and visits to the office have been consolidated to the new hours. Two employees have left us and at this time we are working with Kelly Services to fill those positions. Julie described recent assessment of staffing needs that resulted in a reduction in hours for the Custodian and Administrative Assistant positions that will help with the strain on the budget.

Julie is looking into options for medical and dental benefits as we only have one eligible employee needing those benefits.

Old Business:

Executive Director Vacancy:

Gregory Stevens described the process the board has went through to fill the Executive Director vacancy in regards to hiring Julie Waterman for the position. Stevens presented the board with a contract for review and discussion. There was no public comment. Joni Olach made a motion to table the discussion of the contract until the December regular meeting so that all board members have time to review the contract and a performance review is completed. Paul Stephan seconded the motion.

Yes: Buday, Stephan, Olach, Stevens

No:

Abstentions:

Absent: Left

Employee Handbook:

Discussion occurred on the draft of the Employee Handbook that was prepared by Paychex. More time needed to be devoted for careful perusal and discussion of the document. President Stevens called for a work session of the board on Tuesday, December 1, 2015 at 1:00pm.

New Business:

Capital Fund Budget Revision:

Joan Buday made a motion to approve Resolution 2015-09 Capital Fund Annual Statement for FY2015 Parts I and II and revision (1) to the Five Year Action Plan. Joni Olach seconded the motion.

Yes: Buday, Olach, Stephan, Stevens

No:

Abstentions:

Absent: Left

Public Participation at Board Meetings Policy:

Discussion occurred in regards to members of the public wishing to speak needing to "register" ahead of time with the purpose being to keep the meeting orderly. Joni Olach made a motion to approve the Public Participation at Board Meetings Policy for a 30 day posting to allow for public comments on the policy. Joan Buday seconded the motion.

Yes: Buday, Olach, Stephan, Stevens

No:

Abstentions:

Absent: Left

2016 Meeting Schedule:

The 2016 Meeting Schedule for the Charlevoix Housing Commission Board of Commissioners was discussed. Joan Buday made a motion to approve the 2016 Meeting Schedule. Joni Olach seconded the motion.

Yes: Buday, Olach, Stephan, Stevens

No:

Abstentions:

Absent: Left

Miscellaneous Business: None

Board Commissioners: Joni Olach announced that she has been accepted to sit on the Commission on Aging board.

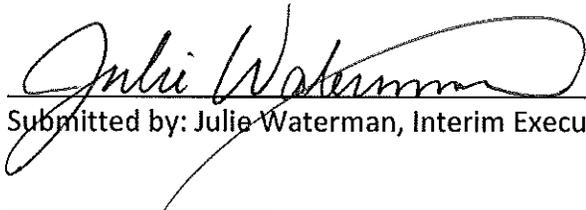
Public Comment: President Stevens asked if there were any public comments.

Resident Laurie Crandall asked about the link to the board information on the city's website.

Resident Reta Shepard asked for details on the Resident Services stipend discussed earlier.

With no further comments, President Stevens closed the meeting to public comments.

Adjournment: The meeting adjourned at 3:11 pm. The next Regular Meeting will be held Tuesday, December 15, 2015 at 2:00 pm in the Pine River Place Community Room located at 210 W. Garfield in Charlevoix. Telephone 231-547-5451. Email info@chvxhousing.org.


Submitted by: Julie Waterman, Interim Executive Director

November 19, 2015

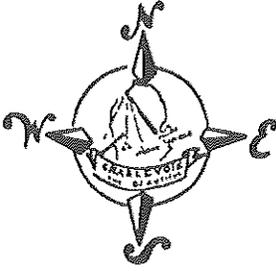
Approved by: Gregory Stevens, Board President

CHARLEVOIX HOUSING COMMISSION

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PROJECT
PINE RIVER PLACE

Work Session Minutes December 1, 2015

A Work Session of the Charlevoix Housing Commission was called to order by Vice-President Buday for the purposes discussing a proposed Employee Handbook. The session began at 1:02 pm at Pine River Place, 210 West Garfield, Charlevoix, Michigan.

PRESENT: Buday, Left, Olach, Stephan
ABSENT: Stevens
OTHER: Julie Waterman, Interim Executive Director

Discussion of the proposed Employee Handbook. Various sections were discussed and notes were made. A revised draft of the proposed Employee Handbook will be put together for review and discussion at a regular meeting of the board of commissioners.

Adjournment – at 3:27 pm.


Submitted by: Julie Waterman, Interim Executive Director

December 3, 2015

Approved by: Joan Buday, Board Vice-President

Charlevoix Housing Commission
Check Register Summary Report
Operational Budget
From: 11/01/2015 To: 11/30/2015

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
11/03/2015	EFT	Paychex of New York LLC	2,691.05		6,772.84	payroll for 10/17/2015 to 10/30/15
11/03/2015	EFT	Paychex of New York LLC	161.61		6,611.23	State of Michigan employee garnishment Remittance Identifier: 910026726
11/03/2015	DEP	MSVP		374.00	6,985.23	
11/04/2015	EFT	Paychex of New York LLC	30.60		6,954.63	costs for payroll services
11/04/2015	EFT	Paychex of New York LLC	924.38		6,030.25	Federal Withholding Taxes
11/04/2015	DEP	OFND		4,647.00	10,677.25	November Operating Subsidy
11/04/2015	ADJUST	E-Connect Fee	69.25		10,608.00	monthly electronic banking fee
11/05/2015	DEP	Rent & Security Deposit ACH		11,069.50	21,677.50	
11/05/2015	013913	ACE Hardware	442.16		21,235.34	2 roof de-icers, engraved signs for wheelchair, saw blades, light bulbs, ceramic heaters, breakers for garage
11/05/2015	013914	Housing Authority Accounting S	373.24		20,862.10	Accounting service for October 2015
11/05/2015	013915	SimplexGinnell LP	110.00		20,752.10	strobe light for unit (hearing impaired resident)
11/05/2015	013916	DTE Energy	1,308.05		19,444.05	gas through 10/29/2015
11/05/2015	013917	Schindler Elevator Corp.	1,413.78		18,030.27	Qtr. elevator service contract
11/05/2015	013918	Charter Communications	1,412.84		16,617.43	Bulk rate cable tv & cable internet service through 11/30/2015
11/05/2015	013919	Common Angle	996.31		15,621.12	replacement and installation of the lobby camera and east building camera
11/05/2015	013920	City Of Charlevoix	2,534.48		13,086.64	Water, sewer & electric through 11/7/15
11/05/2015	013921	American Waste / Walloon Lake	274.00		12,812.64	Regular trash removal for November and one extra pickup
11/06/2015	DEP	Rent		4,923.00	17,735.64	
11/06/2015	DEP	Rent & Security Deposit	3,785.00		21,520.64	
11/09/2015	013922	Housing Data Systems	120.00		21,400.64	Qtr. MTCs Transmittal
11/09/2015	013923	Select Electric Company	345.00		21,055.64	installation of fire alarm strobe light for hearing impaired
11/09/2015	013924	American Drapery	968.00		20,087.64	8 sets of Drapery
11/13/2015	DEP	CFP		43,584.22	63,671.86	
11/13/2015	EFT	Paychex of New York LLC	755.25		62,916.61	costs HR services
11/16/2015	013925	Delta Dental	268.78		62,647.83	Dental Insurance

Charlevoix Housing Commission
Check Register Summary Report
 Operational Budget

From: 11/01/2015 To: 11/30/2015

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
11/16/2015	013926	State Chemical Manufacturing C	303.67		62,344.16	all-purpose cleaner, degreaser, stainless steel polish
11/16/2015	013927	American Tenant Screen, Inc.	65.77		62,278.39	Applicant screenings
11/16/2015	013928	Business Card	447.04		61,831.35	certified mailing, vacuum belts, billiard/pool table supplies, heater for garage
11/16/2015	013929	Great Lakes Plumbing Heating & AC	4,325.00		57,506.35	contract costs
11/17/2015	EFT	Paychex of New York LLC	2,402.13		55,104.22	payroll for 10/31/2015 to 11/13/15
11/17/2015	EFT	Paychex of New York LLC	161.61		54,942.61	State of Michigan employee garnishment Remittance Identifier: 910026726
11/17/2015	013930	Melters, LLC	686.51		54,256.10	Bulk Ice Melter
11/18/2015	EFT	Paychex of New York LLC	1,022.38		53,233.72	Federal Withholding Taxes
11/18/2015	EFT	Paychex of New York LLC	41.55		53,192.17	costs for payroll services
11/30/2015	013931	Julia Heddle	313.00		52,879.17	Refund Security Deposit
			Total:	24,967.44	68,382.72	

Charlevoix Housing Commission Agenda Item

Agenda Item Title: Fair Market Rents and Flat Rent

Date: December 10, 2015

Presented By: Julie Waterman, Interim Executive Director

Attachments: FY 2016 Fair Market Rent Final Calculation page from HUD website
Proposed Revised Resolution

Background Information:

The Fair Market Rent Final Calculation came out December 10, 2015. In October we discussed the Fair Market Rent issue using the proposed figures. Normally, these proposed figures become the Final Calculation. The reason we are expected to review these figures in October is that we are expected to adopt our flat rent amounts *before* December first – allowing a 30 day posting before the amounts go into effect January first. However, this year the proposed amounts *did not* become the Final Calculations (and these final figures did not come out until 12-10-2015). Instead of \$552 for a one bedroom unit the figure is \$559. Instead of \$675 for a two bedroom unit the figure is \$683.

Recommendation:

Resolution to approve a revised FY 2016 Flat Rent Schedule based on “FY 2016 Fair Market Rents Final Calculation” set for Charlevoix County, Michigan.



FY 2016 FAIR MARKET RENT DOCUMENTATION SYSTEM

The **Final** FY 2016 FMRs for All Bedroom Sizes

Final FY 2016 FMRs By Unit Bedrooms				
Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
\$556	\$559	\$683	\$848	\$1,132

The Office of Management and Budget release new Core Based Statistical Area definitions in February 2013. The Census American Community Survey incorporated these definitions in the [ACS₂₀₁₃ release](#), which are the basis for FY2016 Fair Market Rents. HUD has elected to continue use of the pre-2013 definitions except where the post-2013 definitions result in a smaller FMR area. This is consistent with HUD's objective to maximize tenant choice by allowing FMRs to vary locally.

Charlevoix County, MI is a non-metropolitan county.

Fair Market Rent Calculation Methodology

Show/Hide Methodology Narrative

Fair Market Rents for metropolitan areas and non-metropolitan FMR areas are developed as follows:

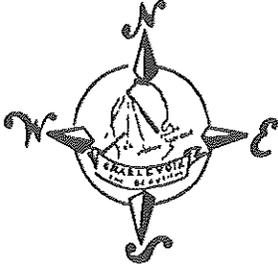
1. 2009-2013 5-year American Community Survey (ACS) estimates of 2-bedroom adjusted standard quality gross rents calculated for each FMR area are used as the new basis for FY2016 provided the estimate is statistically reliable. The test for reliability is whether the margin of error for the estimate is less than 50% of the estimate itself.

If an area does not have a reliable 2009-2013 5-year, HUD checks whether the area has had a reliable estimate in any of the past 5 years. If so, the most recent reliable estimate is updated by the change in the area's corresponding State metropolitan or non-metropolitan area from the year of the most recent reliable estimate to 2009. This update value becomes the basis for FY2016.

If an area has not had a reliable estimate in the past 5 years, the estimate

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PROJECT
PINE RIVER PLACE

Resolution Approving Revised FY 2016 Flat Rent Schedule

December 15, 2015 2015-10

Whereas, it is the Charlevoix Housing Commission's responsibility to follow federal regulations concerning Public Housing; and

Whereas, the federal regulation 24 CFR Part 960 Streamlining Administrative Regulations for Public Housing: Revisions to Public Housing Flat Rents requires the Commission to set our Flat Rent Schedule at no less than 80% of Fair Market Rents; and

Whereas, the Fair Market Rent Calculation Methodology has been finalized for Charlevoix County, Michigan; and

Whereas, the Charlevoix Housing Commission board resolves to set the Flat Rent Schedule for fiscal year 2016 to match the Fair Market Rent final calculation amounts set for Charlevoix County.

Now, therefore, be it resolved that the Charlevoix Housing Commission board is in support of setting the Flat Rent Schedule for fiscal year 2016 at the Fair Market Rent finalized amounts on this said date of December 15, 2015.

Motion by Commissioner _____

Support by Commissioner _____

A roll call was taken:

Commissioner Lillian Left	Yes	No	Abstention	Absent
Commissioner Joan Buday	Yes	No	Abstention	Absent
Commissioner Gloria (Joni) Olach	Yes	No	Abstention	Absent
Commissioner Paul Stephan	Yes	No	Abstention	Absent
Commissioner Gregory Stevens	Yes	No	Abstention	Absent

_____ Yes _____ No _____ Abstention _____ Absent

Board President

Date