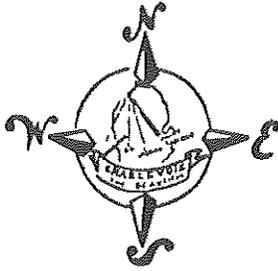


# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT

PINE RIVER PLACE

## REGULAR MEETING CHARLEVOIX HOUSING COMMISSION

TUESDAY, JULY 21, 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:      Travel Policy

New Business:    Freedom of Information Act  
                          Donations  
                          Drug-Free Workplace Policy

Miscellaneous Business

Board Commissioners

Public Comment

Adjournment

# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.  
CHARLEVOIX, MICHIGAN 49720



PROJECT  
PINE RIVER PLACE

## Regular Meeting Minutes June 16, 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: Stevens, Buday, Left, Olach, Stephan  
ABSENT: None  
OTHER: Julie Waterman, Interim Executive Director  
Brad Waterman, Maintenance Supervisor  
Tenants of Pine River Place - Laurie Crandall, Gus Schmidt

### Approval of Meeting Minutes and Bills:

President Stevens asked if there were any corrections or additions to the minutes from the May meeting or questions on the May bills. Discussion occurred on why there are several entries for rent deposits. Julie Waterman explained that only 17 entries will fit on a single deposit slip. A motion to accept the minutes from the May 19<sup>th</sup> meeting and the May bills was made by Joni Olach and seconded by Joan Buday.

Yes: Buday, Olach, Left, Stephan, Stevens

No:

Abstentions:

Absent:

**Executive Directors Report:** Interim Executive Director Julie Waterman presented the May financial statements. Discussion occurred on why the category "Unit Turnaround Contracts" is so high. Julie will get clarification from the fee accountant on what exactly is in the category. The damaged parking lot light has been repaired with several replacement parts. The Financial Audit FYE 2015 is scheduled for July 9, 2015. Funds from WASH indicate since installing the new machines there has been a reduction in usage likely resulting from more efficient use of the laundry facilities. A replacement brass sign was installed in the front lobby/entryway as the old one was pitted and fell off the base it was mounted to. The energy audit is underway with WindWaterEnergy. We have 100% occupancy at this time. Discussion occurred on unit turn-around time. Flowers and plants have been purchased and planted by Maintenance with help from a tenant with knowledge and experience in gardening.

**Old Business:**

**Travel Policy:**

Discussion occurred in regards to the Travel Policy. It is in need of being updated to reflect current needs and ever-changing costs related to employee travel while on Commission business. The Travel Policy and Credit Card Policy are closely related and it was deemed necessary to update the Credit Card Policy at the same time. It was determined that the discussion needed to be tabled until more information and research could be obtained. (Also, Robert's Rules of Order will be reviewed to make sure the process of "tabling" items is being addressed correctly.)

**New Business: None**

**Miscellaneous Business:**

**Commission request to HUD:**

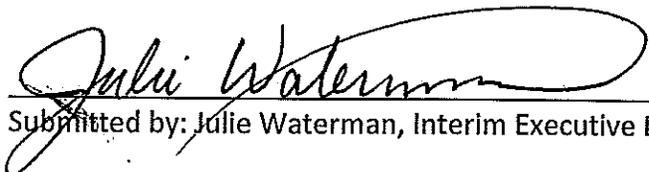
Discussion occurred on whether there has been any word from HUD on the status of the Commission's request to waive the conflict of interest in reference to hiring Julie Waterman as the Executive Director. HUD said there would be an answer within 30 days and that time frame has passed with no word as of yet.

**Energy Smart Program (offered to City of Charlevoix electric customers):** Brad Waterman discussed the information he was able to obtain about the Energy Smart Program. It appears to be a similar proposal as the Energy Performance Contract we are already researching.

**Board Commissioners: None**

**Public Comment:** Laurie Crandall asked about the handicap parking lot signs in the parking lot. Brad said he had planned to order new ones and will be doing so very soon. She also asked whether she could receive copies of the board packets given to board commissioners in preparation for the board meetings. Discussion occurred on the different ways we can accommodate this request. At this time anyone can email the request to [info@chvxhousing.org](mailto:info@chvxhousing.org) or stop in the office for copies of the board packets. In the future, these documents may be able to be accessed online. Research will be done on the feasibility of this option.

**Adjournment:** The meeting adjourned at 2:50 pm. The next Regular Meeting will be held Tuesday, July 21, 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](mailto:info@chvxhousing.org).

  
Submitted by: Julie Waterman, Interim Executive Director

July 8, 2015

Approved by: Gregory Stevens, Board President

Charlevoix Housing Commission  
**Check Register Summary Report**  
Operational Budget  
From: 06/01/2015 To: 06/30/2015

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
06/01/2015	DEP	Rent & Security Deposit		584.68	9,560.06	
06/02/2015	EFT	Paychex of New York LLC	161.61		9,388.45	State of Michigan employee garnishment Remittance Identifier: 910026726
06/02/2015	EFT	Paychex of New York LLC	46.92		9,341.53	costs for payroll services
06/02/2015	DEP	MSVP		374.00	9,715.53	
06/03/2015	EFT	Paychex of New York LLC	1,025.10		8,690.43	Federal Withholding Taxes
06/03/2015	EFT	Paychex of New York LLC	2,965.88		5,724.55	payroll for 5/16/2015 to 5/29/15
06/03/2015	ADJST	E-Connect Fee	68.50		5,656.05	
06/03/2015	013796	Charter Communications	1,355.95		4,300.10	Bulk rate cable tv & cable internet service through 06/30/2015
06/03/2015	013797	AT & T Mobility	181.72		4,118.38	Mobile service through 5/16/2015.
06/03/2015	013798	SimplexGrinnell LP	110.00		4,008.38	strobe light for unit (hearing impaired resident)
06/03/2015	013799	CDM Mobile Shredding, LLC	55.00		3,953.38	Shredded Documents
06/03/2015	013800	HD Supply Facilities Maintenance	61.19		3,892.19	medicine cabinet
06/03/2015	013801	Wojan Window & Door Corporatio	570.00		3,322.19	6 window screens for units
06/03/2015	013802	State Chemical Manufacturing C	483.64		2,838.55	citrus cleaner, bug killer, carpet cleaner
06/03/2015	013803	Lautner Irrigation, Inc.	785.45		2,053.10	Irrigation system, replace damaged componets
06/03/2015	013804	Home Depot Credit Services	1,465.09		588.01	2 refrigerators, building supplies for cage for server, gardening & yardwork supplies
06/08/2015	DEP	Rent ACH		10,633.00	11,221.01	
06/09/2015	DEP	Rent		5,353.00	16,574.01	
06/09/2015	DEP	Rent		4,438.00	21,012.01	
06/09/2015	DEP	AAA		852.23	21,864.24	payment for light pole damage
06/10/2015	013805	Wilmot Electric, Inc.	852.23		21,012.01	light pole replacement parts
06/10/2015	013806	Common Angle	1,926.10		19,085.91	relocation of computer/camera server system
06/10/2015	013807	American Waste / Walloon Lake	244.00		18,841.91	Regular trash removal for June
06/10/2015	013808	American Tenant Screen, Inc.	54.36		18,787.55	applicants screening
06/10/2015	013809	ACE Hardware	545.54		18,242.01	drill bit, saw part, electrical supplies, key rings, boot scrubber, hinge, steel bench, garden supplies, nuts, bolts, screws, nails, staples, propane for grill, safety light/nightlight, safety glasses, antifreeze, belt for sander, toilet parts, weedwhip string, weed killer

Charlevoix Housing Commission  
**Check Register Summary Report**  
Operational Budget  
From: 06/01/2015 To: 06/30/2015

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
06/01/2015	DEP	Rent & Security Deposit		584.68	9,550.06	
06/02/2015	EFT	Paychex of New York LLC	161.61		9,388.45	State of Michigan employee garnishment Remittance Identifier: 910026726
06/02/2015	EFT	Paychex of New York LLC	46.92		9,341.53	costs for payroll services
06/02/2015	DEP	MSVP		374.00	9,715.53	
06/03/2015	EFT	Paychex of New York LLC	1,025.10		8,690.43	Federal Withholding Taxes
06/03/2015	EFT	Paychex of New York LLC	2,965.88		5,724.55	payroll for 5/16/2015 to 5/29/15
06/03/2015	ADJST	E-Connect Fee	68.50		5,656.05	
06/03/2015	013796	Charter Communications	1,355.95		4,300.10	Bulk rate cable tv & cable internet service through 06/30/2015
06/03/2015	013797	AT & T Mobility	181.72		4,118.38	Mobile service through 5/16/2015.
06/03/2015	013798	SimplexGrinnell LP	110.00		4,008.38	strobe light for unit (hearing impaired resident)
06/03/2015	013799	CDM Mobile Shredding, LLC	55.00		3,953.38	Shredded Documents
06/03/2015	013800	HD Supply Facilities Maintenance	61.19		3,892.19	medicine cabinet
06/03/2015	013801	Wojan Window & Door Corporatio	570.00		3,322.19	6 window screens for units
06/03/2015	013802	State Chemical Manufacturing C	483.64		2,838.55	citrus cleaner, bug killer, carpet cleaner
06/03/2015	013803	Lautner Irrigation, Inc.	785.45		2,053.10	irrigation system, replace damaged componets
06/03/2015	013804	Home Depot Credit Services	1,465.09		588.01	2 refrigerators, building supplies for cage for server, gardening & yardwork supplies
06/08/2015	DEP	Rent ACH		10,633.00	11,221.01	
06/09/2015	DEP	Rent		5,353.00	16,574.01	
06/09/2015	DEP	Rent		4,438.00	21,012.01	
06/09/2015	DEP	AAA		852.23	21,864.24	payment for light pole damage
06/10/2015	013805	Wilmot Electric, Inc.	852.23		21,012.01	light pole replacement parts
06/10/2015	013806	Common Angle	1,926.10		19,085.91	relocation of computer/camera server system
06/10/2015	013807	American Waste / Walloon Lake	244.00		18,841.91	Regular trash removal for June
06/10/2015	013808	American Tenant Screen, Inc.	54.36		18,787.55	applicants screening
06/10/2015	013809	ACE Hardware	545.54		18,242.01	drill bit, saw part, electrical supplies, key rings, boot scrubber, hinge, steel bench, garden supplies, nuts, bolts, screws, nails, staples, propane for grill, safety light/nightlight, safety glasses, antifreeze, belt for sander, toilet parts, weedwhip string, weed killer

Charlevoix Housing Commission  
**Check Register Summary Report**  
Operational Budget  
From: 06/01/2015 To: 06/30/2015

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
06/10/2015	013810	City Of Charlevoix	2,880.44		15,361.57	Water, sewer & electric through 5/5/15
06/10/2015	013811	DTE Energy	1,381.79		13,979.78	gas through 5/29/2015
06/10/2015	013812	Michigan Officeways	93.00		13,886.78	box bottom hanging folders, sheet protectors, wall pocket
06/10/2015	013813	Business Card	1,174.49		12,712.29	certified mailing, meals and room for spring conference, flowers and plants, small push mower, oil, bulletin board, phone case, shipping, washing machine and rag cleaning, phone charger, gas for weedwhipper, chainsaw, push mower, supplies for generator,
06/10/2015	013814	Housing Authority Accounting S	643.24		12,069.05	Accounting service for May 2015
06/12/2015	EFT	Paychex of New York LLC	58.30		12,010.75	timedlock contract costs
06/16/2015	DEP	WASH Income		580.73	12,591.48	collection for 63 days
06/16/2015	DEP	Guardian - Bethlehem		629.92	13,221.40	refund for overpayment of dental insurance (cancelled Jan 1, 2015)
06/16/2015	EFT	Paychex of New York LLC	161.61		13,059.79	State of Michigan employee garnishment Remittance Identifier: 910026726
06/16/2015	EFT	Paychex of New York LLC	2,965.67		10,094.12	payroll for 5/30/2015 to 6/12/15
06/16/2015	013815	AT&T	145.79		9,948.33	Telephone service through 06/04/2015
06/17/2015	EFT	Paychex of New York LLC	46.92		9,901.41	costs for payroll services
06/17/2015	EFT	Paychex of New York LLC	1,019.82		8,881.59	Federal Withholding Taxes
06/22/2015	DEP	OFND		4,670.00	13,551.59	
06/22/2015	013816	Delta Dental	268.78		13,282.81	Dental Insurance
06/22/2015	013817	Critical Signal Technologies	645.00		12,637.81	June monitoring charge for call to aid system.
06/29/2015	DEP	OFND		4,768.00	17,405.81	
06/30/2015	EFT	Paychex of New York LLC	161.61		17,244.20	State of Michigan employee garnishment Remittance Identifier: 910026726
06/30/2015	EFT	Paychex of New York LLC	2,915.15		14,329.05	payroll for 6/13/2015 to 6/26/15
<b>Total:</b>			<b>27,519.89</b>		<b>32,883.56</b>	

Charlevoix Housing Commission  
**Check Register Summary Report**  
 Operational Budget  
 From: 06/01/2015 To: 06/30/2015

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
06/10/2015	013810	City Of Charlevoix	2,880.44		15,361.57	Water, sewer & electric through 5/5/15
06/10/2015	013811	DTE Energy	1,381.79		13,979.78	gas through 5/29/2015
06/10/2015	013812	Michigan Officeways	93.00		13,886.78	box bottom hanging folders, sheet protectors, wall pocket
06/10/2015	013813	Business Card	1,174.49		12,712.29	certified mailing, meals and room for spring conference, flowers and plants, small push mower, oil, bulletin board, phone case, shipping, washing machine and rag cleaning, phone charger, gas for weedwhipper, chainsaw, push mower, supplies for generator,
06/10/2015	013814	Housing Authority Accounting S	643.24		12,069.05	Accounting service for May 2015
06/12/2015	EFT	Paychex of New York LLC	58.30		12,010.75	timeclock contract costs
06/16/2015	DEP	WASH Income		580.73	12,591.48	collection for 63 days
06/16/2015	DEP	Guardian - Bethlehem		629.92	13,221.40	refund for overpayment of dental insurance (cancelled Jan 1, 2015)
06/16/2015	EFT	Paychex of New York LLC	161.61		13,059.79	State of Michigan employee garnishment Remittance Identifier: 910026726
06/16/2015	EFT	Paychex of New York LLC	2,965.67		10,094.12	payroll for 5/30/2015 to 6/12/15
06/16/2015	013815	AT&T	145.79		9,948.33	Telephone service through 06/04/2015
06/17/2015	EFT	Paychex of New York LLC	46.92		9,901.41	costs for payroll services
06/17/2015	EFT	Paychex of New York LLC	1,019.82		8,881.59	Federal Withholding Taxes
06/22/2015	DEP	OFND		4,670.00	13,551.59	
06/22/2015	013816	Delta Dental	268.78		13,282.81	Dental Insurance
06/22/2015	013817	Critical Signal Technologies	645.00		12,637.81	June monitoring charge for call to aid system.
06/29/2015	DEP	OFND		4,768.00	17,405.81	
06/30/2015	EFT	Paychex of New York LLC	161.61		17,244.20	State of Michigan employee garnishment Remittance Identifier: 910026726
06/30/2015	EFT	Paychex of New York LLC	2,915.15		14,329.05	payroll for 6/13/2015 to 6/26/15
<b>Total:</b>						32,883.56

**Charlevoix Housing Commission  
Low Rent Public Housing  
Balance Sheet  
As of June 30, 2015**

**ASSETS**

**CURRENT ASSETS**

**Cash**

1111.1 - General Fund	\$ 14,329.05
1162.1 - Money Mkt Acct 9391	<u>97,751.39</u>
<b>Total Cash</b>	112,080.44

**Receivables**

1122 - Tenants	<u>(2.00)</u>
<b>Total Receivables</b>	(2.00)

**Investments**

<b>Total Investments</b>	0.00
--------------------------	------

**Deferred Charges**

1211 - Prepaid Insurance	5,394.85
1290 - Other Deferred Charges	<u>3,076.76</u>
<b>Total Deferred Charges</b>	8,471.61

<b>Total Current Assets</b>	120,550.05
-----------------------------	------------

**Fixed Assets**

1400.6 - Land	267,602.26
1400.61 - Land Improvements	243,775.56
1400.7 - Buildings	1,817,692.87
1400.71 - Building Improvements	1,438,052.17
1400.72 - Non-dwelling Structures	237,109.51
1400.8 - Furn., Equip., Mach.-Dwellings	44,760.08
1400.9 - Furn., Equip., Mach.-Admin	96,006.66
1495 - Accumulated Depreciation	<u>(3,262,057.74)</u>
<b>Total Fixed Assets</b>	882,941.37

<b>TOTAL ASSETS</b>	<u>\$ 1,003,491.42</u>
---------------------	------------------------

**Charlevoix Housing Commission  
Low Rent Public Housing  
Balance Sheet  
As of June 30, 2015**

**LIABILITIES AND EQUITY**

**LIABILITIES**

**Current Liabilities**

2111 - Vendors and Contractors	\$ 2,965.01
2114 - Tenant Security Deposits	16,196.00
2117.4 - Health Insurance Withheld	547.26
2135 - Salaries and Wages	2,528.25
2135.1 - Accrued Absences-Current	2,751.53
2136 - Accrued Liabilities-Other	1,981.82
2137 - Payments in Lieu of Taxes	<u>19,756.45</u>
<b>Total Current Liabilities</b>	<b>46,726.32</b>

**Noncurrent Liabilities**

2135.2 - Accrued Absences-Long Term	<u>543.63</u>
<b>Total Noncurrent Liabilities</b>	<b>543.63</b>

**TOTAL LIABILITIES** 47,269.95

**EQUITY**

2802.1 - Invested in Capital Assets, Net of Debt 928,388.88

**Unrestricted Net Assets**

2806 - Unrestricted Net Assets	80,638.99
Current Year Profit/Loss	<u>(52,806.40)</u>
<b>Total Unrestricted Net Assets</b>	<b>27,832.59</b>

**TOTAL EQUITY** 956,221.47

**TOTAL LIABILITIES/EQUITY** \$ 1,003,491.42

**Charlevoix Housing Commission  
Public Housing  
Statement of Operating Receipts & Expenditures  
For the 3 Months Ended June 30, 2015**

Ideal Percentage- 25.00%		1 Month Ended	3 Months Ended		
	ANNUAL BUDGET	June 30, 2015	June 30, 2015	% Budget Used	*(OVER)/UNDER
<b>Operating Income</b>					
<b>Rental Income</b>					
3110 - Dwelling Rental	\$ 219,730	18,984.92	\$ 55,743.87	25.37%	163,986.13
<b>Total Rental Income</b>	219,730	18,984.92	55,743.87	25.37%	163,986.13
<b>Revenues - HUD PHA Grants</b>					
3401.2 - Operating Subsidy	59,000	9,438.00	15,167.00	25.71%	43,833.00
<b>Total HUD PHA Grants</b>	59,000	9,438.00	15,167.00	25.71%	43,833.00
<b>Nonrental Income</b>					
3610 - Interest Income-Gen. Fund	250	11.65	35.34	14.14%	214.66
3690 - Tenant Income	1,000	0.00	4.00	0.40%	996.00
3690.1 - Non-Tenant Income	19,400	2,032.96	5,017.69	25.86%	14,382.31
3690.3 - (Gain)/Loss on Sale of Equip	0	0.00	4,575.00	0.00%	(4,575.00)
3690.4 - Tenant Income-Cable	12,450	1,285.76	3,760.26	30.20%	8,689.74
<b>Total Nonrental Income</b>	33,100	3,330.37	13,392.29	40.46%	19,707.71
<b>Total Operating Income</b>	311,830	31,753.29	84,303.16	27.03%	227,526.84
<b>Operating Expenses</b>					
<b>Routine Expense</b>					
<b>Administration</b>					
4110 - Administrative Salaries	50,600	3,742.26	10,424.65	20.60%	40,175.35
4130 - Legal Expense	0	0.00	5,376.00	0.00%	(5,376.00)
4140 - Staff Training	2,000	0.00	385.00	19.25%	1,615.00
4150 - Travel Expense	2,500	283.18	465.46	18.62%	2,034.54
4170 - Accounting Fees	5,610	643.24	2,055.41	36.64%	3,554.59
4171 - Auditing	3,700	0.00	0.00	0.00%	3,700.00
4182 - Employee Benefits - Admin	13,800	310.74	881.88	6.39%	12,918.12
4185 - Telephone	4,000	424.02	1,070.14	26.75%	2,929.86
4190.1 - Publications	100	0.00	0.00	0.00%	100.00
4190.2 - Membership Dues and Fees	680	0.00	290.00	42.65%	390.00
4190.3 - Admin Service Contracts	3,790	4,150.84	5,949.18	156.97%	(2,159.18)
4190.4 - Office Supplies	2,000	93.00	813.86	40.69%	1,186.14
4190.5 - Other Sundry Expense	3,000	(1,570.69)	2,800.64	93.35%	199.36
4190.51 - Advertising and Marketing	100	0.00	117.40	117.40%	(17.40)
<b>Total Administration</b>	91,880	8,076.59	30,629.62	33.34%	61,250.38
<b>Tenant Services</b>					
4220 - Rec., Publ. & Other Svcs.	400	0.00	0.00	0.00%	400.00
4230 - Contract Costs-Cable/Monitorin	20,040	1,904.44	6,358.32	31.73%	13,681.68
<b>Total Tenant Services</b>	20,440	1,904.44	6,358.32	31.11%	14,081.68

See Accountants' Compilation Report

**Charlevoix Housing Commission  
Public Housing  
Statement of Operating Receipts & Expenditures  
For the 3 Months Ended June 30, 2015**

		1 Month Ended	3 Months Ended		
	ANNUAL BUDGET	<u>June 30, 2015</u>	<u>June 30, 2015</u>	<u>% Budget Used</u>	<u>*OVER/UNDER</u>
<b>Utilities</b>					
4310 - Water	12,100	1,198.29	3,444.41	28.47%	8,655.59
4320 - Electricity	20,100	1,682.15	5,350.79	26.62%	14,749.21
4330 - Gas	<u>21,600</u>	<u>1,381.79</u>	<u>2,840.12</u>	<u>13.15%</u>	<u>18,759.88</u>
<b>Total Utilities</b>	<b>53,800</b>	<b>4,262.23</b>	<b>11,635.32</b>	<b>21.63%</b>	<b>42,164.68</b>
<b>Ordinary Maint. &amp; Operation</b>					
4410 - Labor, Maintenance	58,800	4,476.35	13,324.14	22.66%	45,475.86
4420 - Materials	14,500	3,692.72	5,879.37	40.55%	8,620.63
4430.02 - Heating & Cooling Contracts	500	0.00	0.00	0.00%	500.00
4430.04 - Elevator Maintenance Contra	5,500	0.00	1,870.16	34.00%	3,629.84
4430.05 - Landscape & Grounds Contr	3,800	785.45	785.45	20.67%	3,014.55
4430.06 - Unit Turnaround Contracts	1,000	0.00	3,153.99	315.40%	(2,153.99)
4430.07 - Electrical Contracts	500	0.00	0.00	0.00%	500.00
4430.08 - Plumbing Contracts	300	0.00	0.00	0.00%	300.00
4430.09 - Extermination Contracts	500	0.00	0.00	0.00%	500.00
4430.10 - Janitorial Contracts	1,150	0.00	0.00	0.00%	1,150.00
4430.11 - Routine Maintenance Contra	4,000	110.00	1,384.76	34.62%	2,615.24
4430.12 - Miscellaneous Contracts	2,000	0.00	0.00	0.00%	2,000.00
4431 - Garbage Removal	3,100	244.00	732.00	23.61%	2,368.00
4433 - Employee Benefits - Maint.	<u>24,620</u>	<u>(43.54)</u>	<u>5,634.41</u>	<u>22.89%</u>	<u>18,985.59</u>
<b>Total Ordinary Maint. &amp; Oper.</b>	<b>120,270</b>	<b>9,264.98</b>	<b>32,764.28</b>	<b>27.24%</b>	<b>87,505.72</b>
<b>Protective Services</b>					
<b>Total Protective Services</b>	0	0.00	0.00	0.00%	0.00
<b>General Expense</b>					
4510 - Insurance	17,700	1,474.84	4,424.52	25.00%	13,275.48
4511 - Insurance-Wk Comp	3,010	250.92	707.76	23.51%	2,302.24
4520 - Payment in Lieu of Taxes	<u>16,590</u>	<u>1,430.00</u>	<u>4,290.00</u>	<u>25.86%</u>	<u>12,300.00</u>
<b>Total General Expense</b>	<b>37,300</b>	<b>3,155.76</b>	<b>9,422.28</b>	<b>25.26%</b>	<b>27,877.72</b>
<b>Total Routine Expense</b>	<b>323,690</b>	<b>26,664.00</b>	<b>90,809.82</b>	<b>28.05%</b>	<b>232,880.18</b>
<b>Non-Routine Expense</b>					
<b>Extraordinary Maintenance</b>					
4610.2 - Materials	<u>0</u>	<u>852.23</u>	<u>852.23</u>	<u>0.00%</u>	<u>(852.23)</u>
<b>Total Extraordinary Maint.</b>	<b>0</b>	<b>852.23</b>	<b>852.23</b>	<b>0.00%</b>	<b>(852.23)</b>
<b>Casualty Losses-Not Cap.</b>					
<b>Total Casualty Losses</b>	0	0.00	0.00	0.00%	0.00
<b>Total Non-Routine Expense</b>	<b>0</b>	<b>852.23</b>	<b>852.23</b>	<b>0.00%</b>	<b>(852.23)</b>
<b>Total Operating Expenses</b>	<b><u>323,690</u></b>	<b><u>27,516.23</u></b>	<b><u>91,662.05</u></b>	<b><u>28.32%</u></b>	<b><u>232,027.95</u></b>
<b>Operating Income (Loss)</b>	<b><u>(11,860)</u></b>	<b><u>4,237.06</u></b>	<b><u>(7,358.89)</u></b>	<b><u>62.05%</u></b>	<b><u>(4,501.11)</u></b>

See Accountants' Compilation Report

**Charlevoix Housing Commission  
Public Housing  
Statement of Operating Receipts & Expenditures  
For the 3 Months Ended June 30, 2015**

		1 Month Ended	3 Months Ended		
	ANNUAL BUDGET	<u>June 30, 2015</u>	<u>June 30, 2015</u>	<u>% Budget Used</u>	<u>*OVER/UNDER</u>
<b>Surplus Credits and Charges</b>					
<b>Total Surplus Credits and Chara</b>	0	0.00	0.00	0.00%	0.00
<b>Capital Expenditures</b>					
7540 - Betterments and Additions	7,500	0.00	0.00	0.00%	7,500.00
7590 - Operating Expenditures-Contra	<u>(7,500)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>(7,500.00)</u>
<b>Total Capital Expenditures</b>	0	0.00	0.00	0.00%	0.00
<b>Other Financial Items</b>					
8010 - Operating Transfer In	<u>20,000</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>20,000.00</u>
<b>Total Other Financial Items</b>	20,000	0.00	0.00	0.00%	20,000.00
<b>Reserve Net Income (Loss)</b>	<u>\$ 640</u>	<u>4,237.06</u>	<u>\$ (11,933.89)</u>	<u>(1,864.67)%</u>	<u>\$ 12,573.89</u>

See Accountants' Compilation Report

# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720



Phone: (231) 547-5451

Fax: (231) 547-9686

Email: info@chvxhousing.org

PROJECT  
PINE RIVER PLACE

## Travel Policy

The Board of Commissioners establishes the following travel policy to be used in the conduct of Commission operations:

1. Commissioners, employees, or other authorized representatives of the Commission may perform official travel upon prior authorization by the Board. If the travel has implied budget authorization, prior Board approval is not required.  
  
Attendance at conferences, conventions, meetings or training sessions shall be limited to the number of persons necessary to cover the meeting adequately and the duties of such persons shall be related to the agenda.
2. All transportation costs for persons so authorized to travel shall be paid by the Housing Commission. Automobile, or airline, if advantageous, shall be the standard means of transportation.
3. All expenses incidental to official business such as taxi fares, telephone calls, telegrams, registration fees, and other similar items shall be considered as reimbursable expenses.
4. In addition to the above eligible expenses, an allowance for subsistence of actual expenses incurred shall be paid to employees and Commissioners and consultants who receive no compensation. The reimbursement voucher must itemize the amount spent daily for lodging, meals, and all other items properly within the scope of subsistence expense.
5. In substantiation of reimbursement of any of the above items, receipts, wherever possible shall be attached to a signed Statement of Travel Expense and submitted for payment.
6. Reimbursement for use of a privately owned automobile for authorized out-of-town travel shall be made at the Internal Revenue Service's Standard Mileage Rate per mile. When travel is performed in an automobile owned by the Housing Commission, necessary car expenses shall be paid.
7. Authorized in-town travel performed in a privately owned automobile shall be paid at the Internal Revenue Service's Standard Mileage Rate per mile plus parking expenses.
8. Advances of travel may be authorized by the Housing Commission. Such advances may not exceed the amount reasonably computed as reimbursable from the trip and shall be deducted from reimbursement due the traveler. In the event the advance exceeds the reimbursement due, the excess shall be promptly paid to the Housing Commission.

Amended by Housing Commission XX/XX/2015, Resolution 2015-0X

# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720



PROJECT

PINE RIVER PLACE

## CHARLEVOIX HOUSING COMMISSION

### TRAVEL POLICY

The Charlevoix Housing Commission establishes the following travel policy:

1. Commissioners, employees or other authorized representatives of the Commission may perform official travel upon prior authorization by the Board.

Attendance at conferences, conventions, meetings or training sessions shall be limited to the number of persons necessary to cover the meeting adequately and the duties of the persons shall be related to the agenda.

2. Prior to each trip to a destination outside the jurisdiction of the Commission (except to the local office and nearby communities to carry out normal operating functions) such travel shall specifically be authorized by Resolution of the Board approving the trip as essential to the conduct of the housing program or the development or operation of a particular housing project.

3. All transportation costs for persons so authorized to travel shall be paid by the Authority. Automobile, or airline, if advantageous, shall be the standard means of transportation.

4. All expenses incident to official business such as taxi fares, telephone calls, telegrams, secretarial services, registration fees, and other similar items, shall be considered as reimbursable expenses. Eligible costs shall not include bonuses or presents to Commission employees in any form, or expenses incurred for the provision of entertainment, meals (except as authorized below) or incidental food and beverages.

5. Subsistence. In addition to the above eligible expenses, actual subsistence expenses may be authorized or approved for actual lodging expenses and for meals and other expenses not to exceed thirty (\$30.00) dollars per day. Reimbursement shall be limited to the amount of actual subsistence expense incurred. The reimbursement voucher must itemize the amounts spent daily for (a) lodging, (b) meals, (c) all other items properly within the scope of subsistence expenses. Any amount in excess of five (\$5.00) dollars must be itemized separately and receipts shall be obtained for items costing more than five

Charlevoix Housing Commission  
Travel Policy

(\$5.00) dollars. In all cases, receipts must be obtained for lodging.

6. In substantiation of reimbursement of any of the above items, receipts, obtained wherever possible, shall be attached to a signed Statement or Travel Expense and submitted to the Commission.
  7. Travel by Private Conveyance. Reimbursement for use of a privately owned automobile for authorized out-of-town travel shall be made at the rate of twenty-five (\$0.25) cents per mile. When travel is performed in a automobile owned by the Commission, necessary car expenses shall be paid. Whenever automobile travel is involved, signed records of car expenditures and mileage, or of mileage only in the case of a privately owned automobile, shall be submitted and approved before payment. If two or more persons travel in the same automobile, only one of these persons shall be reimbursed for mileage (if travel is by private car) or for car expenditures (if travel is by Commission owned car).
  8. Authorized in-town travel performed in a privately owned automobile shall be paid at the rate of thirty (\$0.30) cents per mile plus parking expenses. In substantiation of reimbursement, signed records of mileage and parking receipts must be submitted to the Commission.
- 
9. Advances for travel may be authorized by the Housing Commission. Such advances shall not exceed the amount reasonably computed as reimbursable from the trip and shall be deducted for the reimbursement due the traveler.

In the event the advance does not exceed the reimbursement due, the excess shall be promptly paid to the Commission.

## Introduction

Michigan governmental entities will face significant new regulations on how they charge for responses to Freedom of Information Act (FOIA) requests beginning July 1, 2015. New legislation approved during the Legislature's final session day of 2014 will require public bodies to establish specific written procedures and guidelines for FOIA requests, including a separate written summary informing the public on how to submit FOIA requests, how to understand the public body's responses to FOIA requests, deposit requirements, fee calculations, and avenues for challenging and appealing the public body's denial of a request. The governor signed the new legislation into law as PA 563 of 2014.

## Summary of the legislation

If a public body administers or maintains an internet presence, then it is required to post the procedures, guidelines, and written summary on its website. Public bodies are also required to provide free copies of the procedures, guidelines, and written summary upon request, and are required to include a free copy, or a website link to the policies, in all FOIA responses.

The procedures and guidelines must include a standard form to detail the itemization of any fee the public body estimates or charges under FOIA. The itemization must clearly list and explain each of the six fee components authorized under the new legislation, which include several categories of labor costs associated with producing public records, whether in paper or electronic form; costs of non-paper physical media used to produce public records (e.g., DVDs, flash drives); copying costs; and postage costs.

The new legislation also:

- Allows FOIA requestors to require that the public body provide records on non-paper physical media, by e-mail, or otherwise electronically provided, so long as the public body has the technological capability necessary to provide records on the particular media stipulated by the requestor.
- Prohibits a public body from charging more than \$0.10/sheet for paper copies of public records (excluding labor costs).
- Allows a public body to charge for contractual services required to perform separation and deletion of exempt information from nonexempt information if the public body does not employ a person capable of such activity. The public body may not charge more than an amount equal to six times the state minimum hourly wage rate for such contractual services.
- Allows a public body to add up to 50 percent to the applicable labor charge to cover or partially cover the cost of employee fringe benefits.
- Allows a public body to inform a FOIA requestor that requested information is available on the public body's website, in lieu of providing the public records, so long as the records were available on the website at the time of the request.
- Requires public employees receiving verbal requests for information that is available on the public body's website, to inform the requestor of the pertinent website address.
- Requires a public body, in certain circumstances, to reduce its charges for labor costs in responding to FOIA request if the public body has not responded in a timely manner.

- Allows a public body, under certain circumstances, to require a 100 percent deposit before processing a request from individuals who have not paid the public body for public records acquired pursuant to previous FOIA requests.
- Increases mandatory punitive damages to be awarded to a plaintiff from \$500 to \$1,000, and mandates a new \$1,000 civil fine which a court must award if it finds the public body has arbitrarily and capriciously violated the Act.
- Requires a court to impose an additional civil fine of \$2,500 to \$7,500 if it finds the public body willfully and intentionally failed to comply with the Act or otherwise acted in bad faith.

This publication was provided by the law firm of Miller Canfield.

# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720



Phone: (231) 547-5451

Fax: (231) 547-9686

Email: info@chvxhousing.org

PROJECT  
PINE RIVER PLACE

## Drug-Free Workplace Policy

The unlawful manufacture, distribution, dispensation, possession, possession for sale or distribution, or use of a controlled substance is prohibited on the premises of the Charlevoix Housing Commission. Also, the abuse of prescription drugs is expressly prohibited. Appropriate disciplinary actions, which may include termination, will be taken against any employee for violation of these prohibitions.

A controlled substance for purposes of this Policy means a controlled substance listed in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. Section 812), and as further defined by Federal regulations (21 C.F.R. Sections 1300.11 through .15). This list includes, but is not limited to marijuana, heroin, PCP, cocaine, amphetamines, and methamphetamines.

A condition of employment for work under funds received by the Housing Commission from any Federal agency, is that each employee directly engaged in the performance of work funded by such a grant will:

- A. Abide by the terms of this Policy, and
- B. Notify the Housing Commission of his or her criminal drug statute conviction for any violation occurring in the workplace of the Charlevoix Housing Commission no later than five (5) days after such conviction.
  - a. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violation of Federal or State criminal drug statutes.
  - b. Criminal drug statute means a criminal statute involving manufacture, distribution, dispensation, use or possession of any controlled substance.

A sanction will be imposed on any employee so convicted. Within thirty (30) days after receiving notice of the conviction:

- A. The Housing Commission will take appropriate disciplinary action against such employee, up to and including termination; or
- B. The Housing Commission will require such employee to satisfactorily participate in drug abuse assistance or rehabilitation program approved for such purpose by a Federal, State, or local health, law enforcement, or other appropriate agency.

Adopted by Charlevoix Housing Commission XX/XX/201X