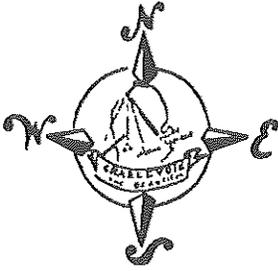


# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT  
PINE RIVER PLACE

## REGULAR MEETING CHARLEVOIX HOUSING COMMISSION

MONDAY, SEPTEMBER 14, 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  
                          Drug-Free Workplace Policy

New Business:    Employee Handbook/Personnel Policy and Job Descriptions

Miscellaneous Business

Board Commissioners

Public Comment on subjects unrelated to agenda items

Adjournment

# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT

PINE RIVER PLACE

## NOTICE

Charlevoix Housing Commission

Regular Meeting

Date Change

The Charlevoix Housing Commission's Regular Meeting of the Board of Commissioners scheduled for Tuesday, September 15, 2015 at 2:00pm has been changed to Monday, September 14, 2015 at 2:00pm. The meeting will be at the regular location at Pine River Place 210 W. Garfield, Charlevoix, Michigan, in the Community Room.

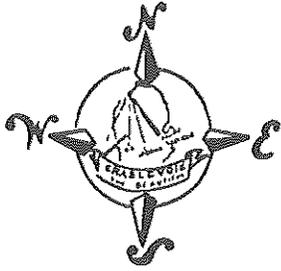
Julie Waterman  
Interim Executive Director  
September 3, 2015

# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT  
PINE RIVER PLACE

## Regular Meeting Minutes August 18, 2015

A Regular Meeting of the Charlevoix Housing Commission was called to order by President Stevens at 2:02 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  
Keri Casbohm, Administrative Assistant  
Residents of Pine River Place – Marilyn Gibbons, Sally Taber, Gordon  
Wolgamott, Barb Evans, Gerald Evans, Clarence  
Peters, Bill Supernaw

### Approval of Meeting Minutes and Bills:

President Stevens asked if there were any corrections or additions to the minutes from the July meeting or questions on the July bills. Discussion occurred concerning the bill for attorney Scott Beatty. Clarification from the fee accountant is that current accrued absences are those estimated to be used within the next year – often sick days and long-term accrued absences are typically vacation. Julie Waterman presented a bill from the insurance company for \$18,564.00 for the annual renewal coverage plan. A motion to approve the minutes from the July 21st meeting, the July bills and the payment to the insurance company was made by Joan Buday and seconded by Joni Olach.

Yes: Buday, Left, Stephan, Olach, Stevens

No:

Abstentions:

Absent:

**Executive Directors Report:** Interim Executive Director Julie Waterman presented the July financial statements. There has been a delay because of city personnel changes in regards to the housing commission getting a section on the city website. Julie will contact the appropriate personnel. The September board meeting conflicts with a HUD training Julie is taking in Detroit. Discussion occurred concerning moving the date of the September board meeting. The time that worked best was Monday September 14<sup>th</sup> at 2:00pm. Julie gave an update on the status of the properties the housing commission is considering selling. The company Paychex has a service package available that will provide an employee handbook and various other human

resources services. Julie will present this information at the next regular meeting. Brad Waterman is working on getting another microphone for use at board meetings.

Paul Stephan made a motion to move the September Regular Meeting from Tuesday the 15<sup>th</sup> to Monday the 14<sup>th</sup> at the same time (2:00pm). Joni Olach seconded the motion.

Yes: Buday, Left, Stephan, Olach, Stevens

No:

Abstentions:

Absent:

### **Old Business:**

#### **Travel Policy & Drug-Free Workplace Policy:**

Julie explained that the 30 day posting period for both policies will end the 20<sup>th</sup> so it is necessary to wait until the next regular meeting to adopt the policies. At time there has been no questions or comments on either of the proposed policies. The final discussion and board motion/resolution will be postponed until the September regular meeting.

#### **Energy Performance Contracting:**

Greg Stevens gave a brief description of energy performance contracts. Discussion occurred concerning how this contract may affect the residents and how the payments are handled. Joni Olach made a motion to adopt a resolution to approve the collaboration with the East Jordan Housing Commission, the Boyne City Housing Commission, the Mount Pleasant Housing Commission and perhaps the Evert Housing Commission for the purpose of requesting proposals for the services of an energy performance contract. Lillian Left seconded the motion.

Yes: Buday, Left, Stephan, Olach, Stevens

No:

Abstentions:

Absent:

### **New Business:**

**FYE 2015 Financial Audit:** Julie Waterman presented for discussion the audit report for FYE 2015 that was prepared by the accounting firm Anderson Tackman. A motion was made by Joan Buday to accept the audit report as offered and was seconded by Joni Olach.

Yes: Buday, Left, Stephan, Olach, Stevens

No:

Abstentions:

Absent:

**Relations Between Board Members and Staff:** Discussion occurred concerning when it is appropriate for board committee members to contact staff. It was generally agreed to limit communications to normal business hours unless an emergency necessitates otherwise. The hours the office is open was a discussion point. In particular, as to whether the office should be

open on Fridays. Julie and Keri will do an evaluation of such a need and report to the board before the FYE 2017 budget is discussed.

**Miscellaneous Business:** None

**Board Commissioners:** None

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

Marilyn Gibbons asked about getting copies of the minutes and agendas that are posted in the bulletin board. The answer is that any person can request copies from the office.

Discussion occurred as to whether Julie Waterman has been hired as the Executive Director. There has been no word yet from HUD concerning the board request that was sent.

Barb Evans asked whether we require verification from special needs applicant's doctors before approving them to move in as to whether a person is capable of living on their own. Julie Waterman explained that such a request would violate Fair Housing laws and as such is not done.

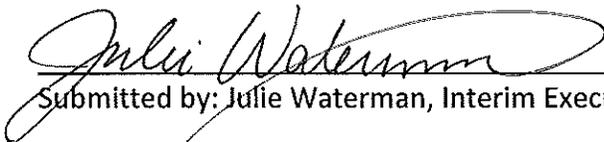
Marilyn Gibbons asked about where they get the money to pay for rent. Julie Waterman explained that individuals' income sources are not something she would discuss with other residents.

Jerry Evans expressed his concern with an individual who he thought might be storing gasoline in his apartment for use in his gas-powered bicycle and the dangers associated with it. This prompted a lengthy discussion of hazardous materials stored in the building and how it will be addressed and handled in the future. Julie Waterman stated that she will enforce the provision of the Residential Lease Agreement that prohibits residents from storing these hazardous materials in their rental units.

Clarence Peters asked if anyone knows where 911 calls are dispatched from. The general consensus was that calls made from Pine River Place are dispatched from Petoskey.

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

**Adjournment:** The meeting adjourned at 3:52 pm. The next Regular Meeting will be held Monday, September 14, 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

\_\_\_\_\_  
August 31, 2015

\_\_\_\_\_  
Approved by: Gregory Stevens, Board President

Charlevoix Housing Commission  
**Check Register Summary Report**  
Operational Budget  
From: 08/01/2015 To: 08/31/2015

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
08/04/2015	DEP	MSVP		374.00	11,617.73	
08/05/2015	DEP	Rent ACH		11,016.00	22,633.73	
08/05/2015	DEP	Rent		3,347.50	25,981.23	
08/05/2015	DEP	Rent & Security Deposit		5,097.52	31,078.75	
08/05/2015	ADJUST	E-Connect Fee	69.25		31,009.50	monthly electronic banking fee
08/11/2015	EFT	Paychex of New York LLC	161.61		30,847.89	State of Michigan employee garnishment Remittance Identifier: 910026726
08/11/2015	EFT	Paychex of New York LLC	2,836.07		28,011.82	payroll for 7/25/2015 to 8/07/15
08/11/2015	013844	Housing Authority Accounting S	373.24		27,638.58	Accounting service for July 2015
08/11/2015	013845	Business Card	100.43		27,538.15	bleach, billiard table supplies, certified mailing, replacement cell phone
08/11/2015	013846	Housing Data Systems	120.00		27,418.15	Qtr. MTCs Transmittal
08/11/2015	013847	American Tenant Screen, Inc.	13.59		27,404.56	Applicant screening
08/11/2015	013848	AT & T Mobility	156.48		27,248.08	Mobile service through 7/16/2015.
08/11/2015	013849	Charter Communications	1,391.62		25,856.46	Bulk rate cable tv & cable internet service through 08/31/2015
08/11/2015	013850	Schindler Elevator Corp.	1,413.78		24,442.68	Qtr. elevator service contract
08/11/2015	013851	DTE Energy	628.93		23,813.75	gas through 7/28/2015
08/11/2015	013852	ACE Hardware	88.43		23,725.32	drywall sponge, joint compound, safety glasses, toilet parts, nuts/bolts/screws/nails
08/11/2015	013853	City Of Charlevoix	2,916.11		20,809.21	Water, sewer & electric through 7/7/15
08/11/2015	013854	MI-NAHRO	900.00		19,909.21	Conference Registration
08/11/2015	013855	Anderson, Tackman & Company, P	4,200.00		15,709.21	Financial Audit for fiscal year ending 3/31/2015
08/12/2015	DEP	Rent		521.00	16,230.21	
08/12/2015	EFT	Paychex of New York LLC	30.60		16,199.61	costs for payroll services
08/12/2015	EFT	Paychex of New York LLC	963.64		15,235.97	Federal Withholding Taxes
08/12/2015	013856	AT&T	147.98		15,087.99	Telephone service through 08/04/2015
08/12/2015	013857	American Waste / Walloon Lake	334.00		14,753.99	Regular trash removal for August and extra yardage
08/14/2015	EFT	Paychex of New York LLC	58.30		14,695.69	timeclock contract costs
08/18/2015	DEP	WASH Income		627.43	15,323.12	collection for 62 days
08/18/2015	013858	Delta Dental	268.78		15,054.34	Dental Insurance

Charlevoix Housing Commission  
**Check Register Summary Report**  
 Operational Budget  
 From: 08/01/2015 To: 08/31/2015

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
08/18/2015	013859	State Chemical Manufacturing C	191.71		14,862.63	D-stroy cleaner/disinfectant
08/25/2015	EFT	Paychex of New York LLC	2,722.86		12,139.77	payroll for 8/08/2015 to 8/21/15
08/25/2015	EFT	Paychex of New York LLC	161.61		11,978.16	State of Michigan employee garnishment Remittance Identifier: 910026726
08/25/2015	013860	Critical Signal Technologies	645.00		11,333.16	August monitoring charge for call to aid system.
08/25/2015	013861	Blue Cross/ Blue Shield	2,005.13		9,328.03	Medical Insurance through 10/09/2015
08/25/2015	013862	SimplexGrinnell LP	639.20		8,688.83	repair labor for alarm and detection system
08/25/2015	013863	Select Electric Company	235.80		8,453.03	installation of fire alarm strobe light for hearing impaired
08/26/2015	EFT	Paychex of New York LLC	932.04		7,520.99	Federal Withholding Taxes
08/26/2015	EFT	Paychex of New York LLC	30.60		7,490.39	costs for payroll services
08/27/2015	013864	Cummins Bridgeway LLC	342.00		7,148.39	annual generator maintenance contract
08/28/2015	DEP	OFND		4,636.00	11,784.39	August Operating Subsidy
08/31/2015	DEP	OFND		4,649.00	16,433.39	September Operating Subsidy
<b>Total:</b>			25,078.79		30,268.45	

**Charlevoix Housing Commission**  
**Low Rent Public Housing**  
**Balance Sheet**  
**As of August 31 2015**  
**ASSETS**

**CURRENT ASSETS**

**Cash**

1111.1 - General Fund	\$ 16,962.59
1162.1 - Money Mkt Acct 9391	<u>82,771.83</u>
<b>Total Cash</b>	<b>99,734.42</b>

**Receivables**

1122 - Tenants	<u>582.00</u>
<b>Total Receivables</b>	<b>582.00</b>

**Investments**

<b>Total Investments</b>	<b>0.00</b>
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**Deferred Charges**

1211 - Prepaid Insurance	<u>1,943.33</u>
<b>Total Deferred Charges</b>	<b>1,943.33</b>

<b>Total Current Assets</b>	<b>102,259.75</b>
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**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>(3,292,356.08)</u>

<b>Total Fixed Assets</b>	<b>852,643.03</b>
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<b>TOTAL ASSETS</b>	<b><u>\$ 954,902.78</u></b>
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**Charlevoix Housing Commission  
 Low Rent Public Housing  
 Balance Sheet  
 As of August 31, 2015**

**LIABILITIES AND EQUITY**

**LIABILITIES**

**Current Liabilities**

2111 - Vendors and Contractors	\$	2,965.01
2114 - Tenant Security Deposits		15,755.00
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>7,150.00</u>
<b>Total Current Liabilities</b>		<b>33,131.61</b>

**Noncurrent Liabilities**

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

<b>TOTAL LIABILITIES</b>	<u><b>33,675.24</b></u>
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**EQUITY**

2802.1 - Invested in Capital Assets, Net of Debt	<u>928,388.88</u>
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**Unrestricted Net Assets**

2806 - Unrestricted Net Assets	80,638.99
Current Year Profit/Loss	<u>(87,800.33)</u>
<b>Total Unrestricted Net Assets</b>	<b>(7,161.34)</b>

<b>TOTAL EQUITY</b>	<u><b>921,227.54</b></u>
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<b>TOTAL LIABILITIES/EQUITY</b>	<u><u><b>\$ 954,902.78</b></u></u>
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**Charlevoix Housing Commission**  
**Public Housing**  
**Statement of Operating Receipts & Expenditures**  
**For the 5 Months Ended August 31, 2015**

Ideal Percentage- 41.67%

1 Month Ended

5 Months Ended

	ANNUAL BUDGET	August 31, 2015	August 31, 2015	% Budget Used	*(OVER)/UNDER
<b>Operating Income</b>					
<b>Rental Income</b>					
3110 - Dwelling Rental	\$ 219,730	18,241.92	\$ 92,398.12	42.05%	127,331.88
<b>Total Rental Income</b>	<b>219,730</b>	<b>18,241.92</b>	<b>92,398.12</b>	<b>42.05%</b>	<b>127,331.88</b>
<b>Revenues - HUD PHA Grants</b>					
3401.2 - Operating Subsidy	59,000	9,285.00	29,088.00	49.30%	29,912.00
<b>Total HUD PHA Grants</b>	<b>59,000</b>	<b>9,285.00</b>	<b>29,088.00</b>	<b>49.30%</b>	<b>29,912.00</b>
<b>Nonrental Income</b>					
3610 - Interest Income-Gen. Fund	250	10.19	55.78	22.31%	194.22
3690 - Tenant Income	1,000	31.00	48.50	4.85%	951.50
3690.1 - Non-Tenant Income	19,400	1,227.43	6,845.12	35.28%	12,554.88
3690.3 - (Gain)/Loss on Sale of Equipment	0	0.00	4,575.00	0.00%	(4,575.00)
3690.4 - Tenant Income-Cable	12,450	1,252.68	6,281.78	50.46%	6,168.22
<b>Total Nonrental Income</b>	<b>33,100</b>	<b>2,521.30</b>	<b>17,806.18</b>	<b>53.80%</b>	<b>15,293.82</b>
<b>Total Operating Income</b>	<b>311,830</b>	<b>30,048.22</b>	<b>139,292.30</b>	<b>44.67%</b>	<b>172,537.70</b>
<b>Operating Expenses</b>					
<b>Routine Expense</b>					
<b>Administration</b>					
4110 - Administrative Salaries	50,600	3,479.96	19,422.20	38.38%	31,177.80
4130 - Legal Expense	0	0.00	5,886.00	0.00%	(5,886.00)
4140 - Staff Training	2,000	900.00	1,285.00	64.25%	715.00
4150 - Travel Expense	2,500	0.00	465.46	18.62%	2,034.54
4170 - Accounting Fees	5,610	373.24	2,801.89	49.94%	2,808.11
4171 - Auditing	3,700	4,200.00	4,200.00	113.51%	(500.00)
4182 - Employee Benefits - Admin	13,800	276.00	1,604.85	11.63%	12,195.15
4185 - Telephone	4,000	396.46	1,888.54	47.21%	2,111.46
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	239.50	6,371.42	168.11%	(2,581.42)
4190.4 - Office Supplies	2,000	6.49	855.35	42.77%	1,144.65
4190.5 - Other Sundry Expense	3,000	82.84	3,603.11	120.10%	(603.11)
4190.51 - Advertising and Marketing	100	0.00	117.40	117.40%	(17.40)
<b>Total Administration</b>	<b>91,880</b>	<b>9,954.49</b>	<b>48,791.22</b>	<b>53.10%</b>	<b>43,088.78</b>
<b>Tenant Services</b>					
4220 - Rec., Publ. & Other Svcs.	400	0.00	0.00	0.00%	400.00
4230 - Contract Costs-Cable/Monitoring	20,040	1,944.62	10,207.38	50.94%	9,832.62
<b>Total Tenant Services</b>	<b>20,440</b>	<b>1,944.62</b>	<b>10,207.38</b>	<b>49.94%</b>	<b>10,232.62</b>

See Accountants' Compilation Report

**Charlevoix Housing Commission**  
**Public Housing**  
**Statement of Operating Receipts & Expenditures**  
**For the 5 Months Ended August 31, 2015**

	ANNUAL BUDGET	1 Month Ended August 31, 2015	5 Months Ended August 31, 2015	% Budget Used	*OVER/UNDER
<b>Utilities</b>					
4310 - Water	12,100	1,166.75	5,777.91	47.75%	6,322.09
4320 - Electricity	20,100	1,749.36	8,584.88	42.71%	11,515.12
4330 - Gas	21,600	628.93	4,575.30	21.18%	17,024.70
<b>Total Utilities</b>	<b>53,800</b>	<b>3,545.04</b>	<b>18,938.09</b>	<b>35.20%</b>	<b>34,861.91</b>
<b>Ordinary Maint. &amp; Operation</b>					
4410 - Labor, Maintenance	58,800	4,283.49	24,336.22	41.39%	34,463.78
4420 - Materials	14,500	401.11	10,867.36	74.95%	3,632.64
4430.02 - Heating & Cooling Contracts	500	342.00	342.00	68.40%	158.00
4430.04 - Elevator Maintenance Contracts	5,500	1,413.78	3,283.94	59.71%	2,216.06
4430.05 - Landscape & Grounds Contracts	3,800	0.00	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 Contracts	4,000	110.00	1,494.76	37.37%	2,505.24
4430.12 - Miscellaneous Contracts	2,000	235.80	235.80	11.79%	1,764.20
4431 - Garbage Removal	3,100	334.00	1,410.00	45.48%	1,690.00
4433 - Employee Benefits - Maint.	24,620	2,012.29	10,914.54	44.33%	13,705.46
<b>Total Ordinary Maint. &amp; Oper.</b>	<b>120,270</b>	<b>9,132.47</b>	<b>58,824.06</b>	<b>47.25%</b>	<b>63,445.94</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	7,374.20	41.66%	10,325.80
4511 - Insurance-Wk Comp	3,010	250.92	1,209.60	40.19%	1,800.40
4520 - Payment in Lieu of Taxes	16,590	1,430.00	7,150.00	43.10%	9,440.00
<b>Total General Expense</b>	<b>37,300</b>	<b>3,155.76</b>	<b>15,733.80</b>	<b>42.18%</b>	<b>21,566.20</b>
<b>Total Routine Expense</b>	<b>323,690</b>	<b>27,732.38</b>	<b>150,494.55</b>	<b>46.49%</b>	<b>173,195.45</b>
<b>Non-Routine Expense</b>					
<b>Extraordinary Maintenance</b>					
4610.2 - Materials	0	0.00	852.23	0.00%	(852.23)
<b>Total Extraordinary Maint.</b>	<b>0</b>	<b>0.00</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>0.00</b>	<b>852.23</b>	<b>0.00%</b>	<b>(852.23)</b>
<b>Total Operating Expenses</b>	<b>323,690</b>	<b>27,732.38</b>	<b>151,346.78</b>	<b>46.76%</b>	<b>172,343.22</b>
<b>Operating Income (Loss)</b>	<b>(11,860)</b>	<b>2,315.84</b>	<b>(12,054.48)</b>	<b>101.64%</b>	<b>194.48</b>

See Accountants' Compilation Report

**Charlevoix Housing Commission**  
**Public Housing**  
**Statement of Operating Receipts & Expenditures**  
**For the 5 Months Ended August 31, 2015**

1 Month Ended      5 Months Ended

	ANNUAL BUDGET	<u>August 31, 2015</u>	<u>August 31, 2015</u>	<u>% Budget Used</u>	<u>*OVER/UNDER</u>
<b>Surplus Credits and Charges</b>					
<b>Total Surplus Credits and Char</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>2,315.84</u>	<u>\$ (16,629.48)</u>	<u>(2,598.36)%</u>	<u>\$ 17,269.48</u>

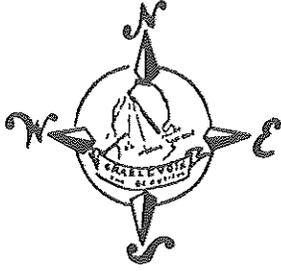
See Accountants' Compilation Report

# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



Fax: (231) 547-9686  
Email: [info@chvxhousing.org](mailto: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.
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 09/14/2015, Resolution 2015-06

# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT  
PINE RIVER PLACE

## Resolution Approving Revision of Travel Policy

September 14, 2015

2015-06

Whereas, it is the Charlevoix Housing Commission's responsibility to maximize the use of our resources; and

Whereas, it is the responsibility of the Commission to set policies to ensure proper management of funds in relation to travel by Commission staff and board members; and

Whereas, the Charlevoix Housing Commission board resolves to revise the Travel Policy.

Now, therefore, be it resolved that the Charlevoix Housing Commission board is in full support and accepts and revises the Travel Policy on this said date of September 14, 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

# CHARLEVOIX HOUSING COMMISSION

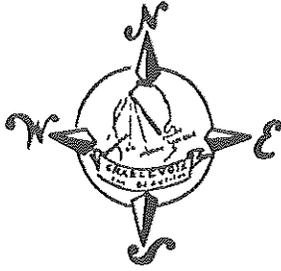
210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451

Fax: (231) 547-9686

Email: [info@chvxhousing.org](mailto: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.

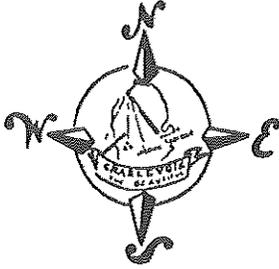
Adopted by Charlevoix Housing Commission 09/14/2015, Resolution 2015-07

# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT  
PINE RIVER PLACE

## Resolution Approving Adoption of Drug-Free Workplace Policy

September 14, 2015                      2015-07

Whereas, the Personnel Policy adopted by the Charlevoix Housing Commission board provides for a safe, sanitary and healthful environment in which for its employees to work; and

Whereas, the Commission has a responsibility under law to protect itself from any legal action which may arise for failing to take the necessary precautions to provide a safe, sanitary and healthful environment in which for its employees to work as well as decent, safe, and sanitary conditions for the residents of Pine River Place Apartments; and

Whereas, the Charlevoix Housing Commission board resolves to adopt the Drug-Free Workplace Policy.

Now, therefore, be it resolved that the Charlevoix Housing Commission board is in full support and accepts and adopts the Drug-Free Workplace Policy on this said date of September 14, 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

## **Charlevoix Housing Commission Agenda Item**

**Agenda Item Title:** Employee Handbook/Personnel Policy and Job Descriptions

**Date:** September 14, 2015

**Presented By:** Julie Waterman, Interim Executive Director

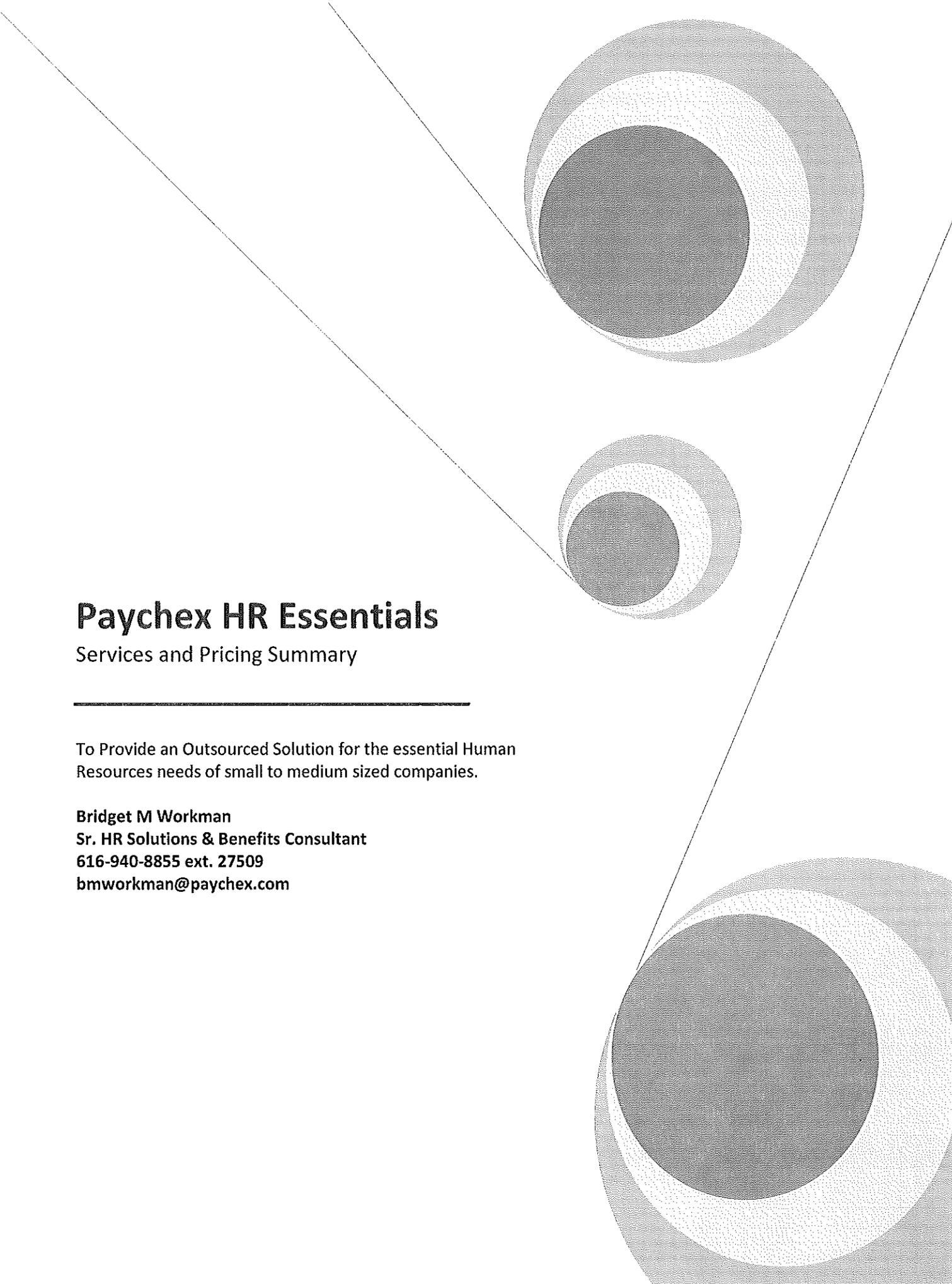
**Attachments:** Paychex HR Essentials Services and Pricing Summary  
Human Resources Review completed at meeting with Paychex  
representative Bridget Workman 8-6-2015

### **Background Information:**

The Charlevoix Housing Commission's current Personnel Policy and Job Descriptions are out of date, inadequate, and lacking necessary items as required by law. To best protect the Commission, it is imperative that we have in place the best policies for the management of our employees. In many cases, Personnel Policies, such as we currently have, have been replaced with Employee Handbooks. It is in the best interest of the Commission to have these key policies drafted by professionals in the industry to ensure compliance with up-to-date laws and regulations. There are attorneys that can do both the Personnel Policy/Employee Handbook and the Job Descriptions. However, in addition to steep fees they are not able to provide the human resource training (including current safety trainings for maintenance staff) that Paychex offers and which we are lacking. We are already a customer of Paychex and the pricing we were quoted is a 10% discount to their normal pricing schedule. As with all policies, the Employee Handbook and all Job Descriptions presented by Paychex will first need to be reviewed, revised and approved by the Housing Commission board by resolution before being implemented. For any questions, Bridget Workman's contact information is on the cover of the attached Services and Pricing Summary.

### **Recommendation:**

Motion to approve the purchase of the HR Essentials Package as quoted by Paychex at the cost of \$2,130.00 to \$2,445.00 for the minimum of four months and not to exceed six months.



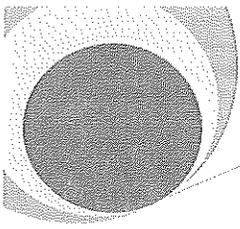
# Paychex HR Essentials

## Services and Pricing Summary

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To Provide an Outsourced Solution for the essential Human Resources needs of small to medium sized companies.

**Bridget M Workman**  
**Sr. HR Solutions & Benefits Consultant**  
**616-940-8855 ext. 27509**  
**[bmworkman@paychex.com](mailto:bmworkman@paychex.com)**



## **Purpose of Product**

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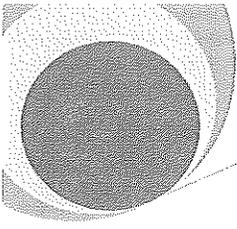
To provide your company a platform to create the foundation of a strong employee management system along with continuing support.

## **Areas of Interest**

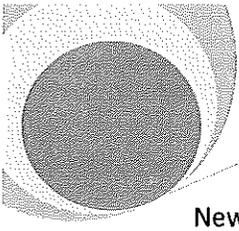
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### **A SERIES OF ONLINE HR MANAGEMENT SEMINARS**

- **NON-HARRASSMENT** – As an employer, it is your responsibility to ensure that the workplace is safe and free of discrimination against any employee on any legally recognized basis including, but not limited to race, age, color, religion, sex, national origin, disability or veteran status. This seminar includes information on:
  - Types of Harassment
  - EEOC's Definition of Harassment
  - Recognizing Harassment
  - Examples of Conduct That May Be Unlawful
  - Identifying Potential Harassment
  - Employee's Responsibilities
  - Complaint Procedures
  - No Retaliation
  - Employer Liability
  - Remedies For Victims of Harassment
  - Key Elements of a Non-Harassment Program
  - Key Elements of Investigation Procedures
  - Best Practices for Limiting Employer Liability
  
- **FAIR LABOR STANDARDS ACT (FLSA)** – As an employer, it is your responsibility to ensure that you are in compliance with FLSA. FLSA is a federal law that was enacted in 1938 in an effort to protect workers against unfair employment practices and to promote full employment. The FLSA seminar is available to assist you with the details of FLSA and includes information on:
  - Who is covered?
  - Exempt vs. Non-Exempt
  - White Collar Exemptions
  - Other Common Exemptions
  - Hours worked, minimum wage and Overtime
  - Prohibited Deductions from Exempt Employees
  - Deductions from wages
  - Child Labor
  - Posting/Recordkeeping Requirements
  - Penalties for Non Compliance
  - Preventative Measures



- **EFFECTIVE EMPLOYEE DISCIPLINE AND TERMINATION** – As an employer, there will be times when you must discipline an employee. Supervisors should be trained and prepared to take the necessary steps of progressive discipline, including written documentation of all corrective action. This documentation can be invaluable should an employee file legal charges with the state or federal agencies as a result of a workplace incident. This seminar includes information on:
  - Progressive Discipline
  - Progressive Disciplinary Steps and Guidelines
  - Tips for Progressive Disciplinary Meetings
  - Documentation and Effective Terminations
  - Legal Issues
  - Negligent Supervision and Retention
  - Reasons for Termination and Termination Meetings
  - Exit interviews and Providing References
  
- **TOP HUMAN RESOURCES ISSUES** – This seminar provides you with a high-level overview of the top human resource related issues experienced by our clients. This seminar includes information on:
  - Hiring Practices
  - Fair Labor Standards Act
  - Employee Handbooks
  - Harassment
  - Family and Medical Leave Act
  - Worker’s Compensation
  - Employee Discipline and Termination
  - Protected Activities
  
- **HIRING PRACTICES** – This seminar will walk your managers and supervisors through the entire hiring process. The Hiring Practices seminar includes information on:
  - Federal Regulations
  - Steps For Implementing The Hiring Process
  - Interview Dos and Don’ts
  - Sample Interview Questions
  - Making A Hiring Decision
  - Pre-Employment Testing
  
- **PERFORMANCE APPRAISALS** – The Performance Seminar includes information on:
  - Benefits of Performance Appraisals
  - Performance Appraisal Objectives
  - Potential Litigation Concerns
  - Key Elements of a Successful Performance System
  - Communicating Performance Standards
  - Establish a Performance System
  - Preparation and Common Errors
  - Conducting the Performance Appraisal Meeting



New seminars are released through live webinars clients can register to attend. Recorded sessions are posted for ongoing client access. The seminars are appropriate for managers and supervisors only.

### **TOLL-FREE HR SERVICES SUPPORT LINE**

The highly credentialed HR Services advisor team members answer client HR-related questions, including those about federal and state employment law requirements, and help clients use the HR Essentials services to address their specific issues.

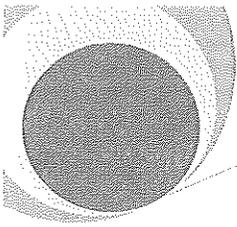
For example, suppose an HR Essentials client calls because he wants to terminate an employee he believes is under the influence of alcohol. The HR Services advisor team is skilled at asking questions and learning as much as possible about a situation before answering a seemingly simple question. In this case, suppose the advisor learns that the employee is an alcoholic and recently had a relapse. As appropriate, the HR Services advisor could:

1. Identify and explain federal and state employment laws that may apply. For example, the employee could be covered by a federal or state non-discrimination act (i.e., be a member of a protected class) or disability law.
2. Explain the risks associated with accusing an employee of being under the influence of alcohol or being an alcoholic.
3. Discuss whether a blood alcohol test is appropriate and in accordance with the client's company policy.
4. Explain the importance of documenting performance, behavior, or attendance problems and share best practices for creating good documentation.
5. Discuss options if the employee appears unfit to perform his duties.
6. Explain the client's options for handling the specific situation and the potential outcomes of each option. For example, he may have the option of terminating the employee with risk of a lawsuit, providing a reasonable accommodation, or starting the discipline process.
7. Provide information to the client about how to implement his chosen actions. For example, she could describe best practices for providing reasonable accommodations, how to implement a progressive discipline policy, or how to facilitate a termination meeting.

In addition to supporting clients in the HR realm, the HR Services advisors also direct clients to other HR Essentials services as needed and provide first-level assistance with accessing their services. For example, clients may call if they have trouble accessing a seminar or the HR Essentials and Benefits Web Site as well as trouble shoot for Payroll issues.

### **HR MANAGEMENT WEB SITE**

The HR Essentials and Benefits Web Site provides an extensive library of business and employment information to help business owners and their Human Resource staff stay informed of HR news, HR issues in the workplace, and employment laws.



The site also provides hundreds of forms and templates (e.g., job descriptions, new hire orientation checklists, performance reviews and employee discipline forms) clients can download, modify, and use. The site also provides comprehensive information about benefits and how to administer them effectively.

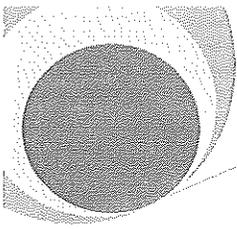
#### **COMPLETE EMPLOYEE HANDBOOK- EMPLOYEE MANAGEMENT SERVICE**

- Initial Policy Interview with Handbook Specialist
- Development of Handbook
- Approval Handbook Copy
- Professional Printing and Binding
- Federal and State Posters
- Constant Review of Federal and State Policies with Corresponding Updates
- Legally Reviewed by Fisher & Philips (see attached)

#### **AN EMPLOYEE ASSISTANCE PROGRAM THROUGH BALANCEWORKS®**

Troubled employees are estimated to comprise 10 to 15 percent of the work force. They have approximately 2 – 5 times more absences, excessive health benefit utilization, less productivity and more accidents. As a Paychex HR Essentials client, you can offer your employees an Employee Assistance program called *BalanceWorks*. *BalanceWorks* is an enhanced work and family life benefit that can provide an early intervention system to help employees resolve their problems by offering support referrals, counseling or treatment services. Services included with the *BalanceWorks* program are:

- **Personal Assistant Benefit** – Helps your employees address day to day responsibilities and major life events. Think of this as a concierge services. We can help your employees make travel arrangements, research child care, research resources for senior, entertainment arrangements, etc.
- **Prescription Drug Discount Card** – Employees and their dependents can use this card to get discounted pricing on commonly used RX that may not be covered by insurance. The card is accepted at participating pharmacies nationwide.
- **Online Education and Reference Information** – Employees can access self paced e-learning courses on personal topics as well as informational articles on life and health issues.
- **Benefit Awareness** – An employee orientation video to enhance awareness of the EAP benefits.
- **Around the Clock Availability** - A toll free number provides 24 hour access to licensed counselors.
- **Prepaid Counseling** – The program includes up to 3 prepaid, confidential counseling sessions per incident with a licensed mental health professional.
- **National Treatment Provider Services** – Established national network of EAP licensed counselors.
- **Quality Care** – A licensed case manager will review the EAP counselor's assessment and treatment plan and provide a second opinion.



- **Legal Referral** – Employees receive a free phone consultation with a specialized lawyer and discounts on subsequent sessions.
- **Critical Incident Stress Debriefing** – If a traumatic event occurs in the workplace, EAP can visit your business to conduct one-on-one or group counseling sessions.

#### MANAGEMENT MANUALS

**Supervisor Procedures Manual** – The Supervisor Procedures Manual, AKA “Super Man”, is a reference tool designed to help manage employees from the time of hire to the time of separation. It will also assist you in developing with your employees. The manual explains federal regulations and includes more than 60 sample forms for easy implementation of your personnel policies. The Super Man includes 6 sections:

- Employee Relations
- Recruitment
- Interviewing and Selections
- Managing Employees In The Workplace
- Benefits, Safety and Health
- Federal Laws

**Interviewing and Selection Manual** – The Interviewing and Selection Manual is a comprehensive tool designed to assist managers and supervisors throughout the entire hiring process. The manual includes step-by-step guidelines for creating a successful hiring plan and provides sample forms and letters to facilitate the process. This manual includes 6 sections:

- Defining the Job
- Recruiting
- Prescreening
- Interviewing
- Selection
- Legal Requirements

**Performance Appraisals Manual** – An effective performance appraisal system is the most valuable tool you will find for managing and developing your employees. Supervisors should review an employee’s performance at least once each year in order to make effective promotion decisions and process fair pay increases when necessary.

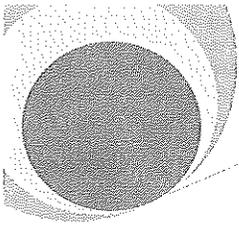
Effective performance reviews can:

- Assist in Evaluating Employee Performance
- Improve Employee Morale
- Identify Training and Developments Needs
- Promote Better Communication Between You and Your Employees
- Reduce Absenteeism and Turnover

The Performance Appraisals Manual included 5 sections:

- Performance Appraisal and The Law
- Performance Standards
- The Method and The Rater
- The Interview and Appraisal Mistakes
- Rater Error

Samples of the most frequently requested performance appraisal forms are also included.



## **SAFETY & LOSS CONTROL SERVICES**

As an employer, it is your responsibility to ensure that you are maintaining a safe working environment for your employees. As an HR Essentials client, you will have a safety professional to work with telephonically to develop a safety management program complete with support and materials as well as OSHA compliant manual. The following are specific services available to assist you in your employee safety management efforts:

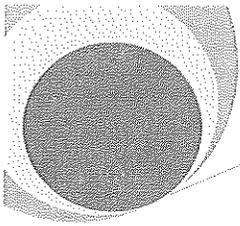
**Federal and State Employee Compliance** – Whether your business falls under federal or state employee safety laws, Paychex can help you understand your responsibilities. Your safety and loss control representative will help you identify the standards applicable to your business and can answer your specific questions. Your representative will also assist you in the development, review or revision of a mandatory written program, provide training on an array of safety and OSHA compliance topics, and help you create auditing checklists and procedures to assess compliance.

**Employee Safety Management** – Regardless of business type, all employers are concerned about balancing the well-being of their employees with the necessity of controlling expenses. An effective safety program can help reduce the number of workers' compensation claims, which helps control your insurance premiums and can protect your employee resources. It also lessens the risk of costly citations for non-compliance with federal or state safety laws. A well run safety program can also improve employee morale which can increase worker productivity, enhance work quality and reduce turnover. Creating a certified safety program has proven to lower Workers Compensation rates an average of 25%.

Paychex Safety and Loss Control can create a safety management plan for you to include:

- Employee Safety Policies
- Supervisor Safety Management Responsibilities
- Accident Reporting and Investigation Procedures
- Safety Inspections Procedures, Checklist and Committees

**Employee Safety Training Media** – Paychex maintains a library of PowerPoint training topics, safety handouts and training CDs to facilitate training your employees. We can also provide appropriate safety handouts that remind employees of specific hazards and reinforce the information provided in employee training.



# **PAYCHEX<sup>®</sup>**

## **Fisher & Phillips LLP Attorneys at Law**

Fisher & Phillips LLP was founded in 1943 and was one of the first U.S. law firms to concentrate its practice exclusively upon representation of employers in labor and employment matters. After more than 60 years of continued growth and success, they are now one of the largest national labor and employment law firms with more than 180 attorneys in 14 locations representing management in the areas of labor, employment, civil rights, employee benefits and business immigration law.

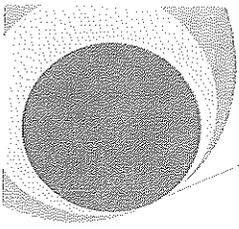
To address specific industries and client needs, Fisher & Phillips has created special business and industry practice groups including: the African-American Business Practice Group, the Hispanic Business Practice Group, the Dealership Practice Group, the Education Practice Group, the Employee Benefits Practice Group, the Healthcare Practice Group, the Hospitality Industry Practice Group, and the Retail Industry Practice Group.

Fisher & Phillips' attorneys hail from a wide variety of geographical locations, backgrounds and law schools. Some have performed government service in regulatory agencies prior to joining the firm. Others have worked in labor relations or human resources positions or as managers or supervisors, prior to attending law school, giving them a practical perspective on the legal problems our clients face.

Fisher & Phillips serves a broad and diverse client base including a wide range of public and private employers from large multinationals with thousands of employees to small entrepreneurial businesses. Fisher & Phillips' clients include employers in the agriculture, automotive, banking, broadcasting, casino and gaming, construction, education, health care, hospitality, insurance, legal and professional services, manufacturing, mining, non-profit organizations, real estate, retail, technology, transportation, and wholesale and distribution industries, as well as state and local government entities.

Fisher & Phillips is a truly national practice with fourteen offices across the country and future expansion plans. They currently have offices in California, Florida, Georgia, Illinois, Louisiana, Missouri, Nevada, North Carolina, Oregon, and South Carolina. Using advanced communications systems, they are successfully able to provide immediate assistance to any client in the country, and their attorneys have practiced before state and federal courts and administrative agencies in virtually every state.

Fisher & Phillips takes a preventive approach with all their clients in an effort to avoid employment claims and lawsuits. In advising their clients they continue to seek solutions that achieve compliance with overlapping and sometimes inconsistent labor and employment law while maximizing their rights to manager and direct their workforce.



## Paychex Administrative Fees:

### HR Essentials:

Dedicated Support Team of Trained HR Professionals:	Included
Management Webinar Series:	Included
Customized Employee Handbooks:	Included
Management Training Manuals:	Included
Safety and Loss Control:	Included
HR & Benefits Essentials Web Site:	Included
Employee Assistance Program:	Included
One Time set up fee*:	<u>1500.00</u>
Monthly Admin Fee: \$157.50 plus \$3 per ee after first 5:	<u>\$ 157.50</u>
Number of Employees: <u>4</u>	

HR Essentials is on ongoing month to month service. My recommendation is to maintain this platform for a minimum of 4-6 months so that Paychex has time to establish your handbook, safety manual and managers have time to take all of the On-Line HR Web Seminars.

\*Set up fee can be split into three equal monthly payments.

## Human Resource Review

- |     |   |   |  |
|-----|---|---|--|
| 1.  | I have all of the Federal & State posters displayed in my workplace. <i>Partly</i>                              | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
| 2.  | I conduct non-harassment training annually.   | Yes <input type="checkbox"/>            | No <input type="checkbox"/>            |
| 3.  | I have I-9's for all of my employees and know the rules to ensure they are completed properly.                  | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
| 4.  | My managers know what questions are illegal to ask during an interview.   | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |
| 5.  | I use an employment application that fully protects the company.  | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |
| 6.  | I understand the legal issues with employee background checks.  | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |
| 7.  | I know how to handle a State Unemployment dispute.  | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |
| 8.  | I process every terminated employee with an exit interview.   | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |
| 9.  | I have written job descriptions for every position and understand how they impact ADA and wage and hour claims. | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |
| 10. | I do performance appraisals regularly.  | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |
| 11. | I am clear on how to handle an ADA employment claim. <i>N/A</i>   | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |
| 12. | I have necessary non-disclosure, non-compete, and/or non-solicitation agreements. <i>N/A</i>                    | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |
| 13. | I know how to handle an internal complaint of sexual harassment.  | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |
| 14. | All employees are correctly classified for exempt/non exempt status. <i>?</i>                                   | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |
| 15. | I have a fire evacuation plan in place.   | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |
| 16. | I know when and how I can lawfully monitor employee activity.   | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |
| 17. | I have a handbook that is legally reviewed on a regular basis.  | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |
| 18. | I am comfortable handling COBRA administration. <i>N/A</i>  | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |
| 19. | I am aware of my responsibilities for out-of-state employees. <i>N/A</i>  | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |
| 20. | I have trained all managers to be consistent in their procedures. <i>N/A</i>                                    | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |
| 21. | I understand my responsibilities for violence in the workplace.   | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |
| 22. | I have a safety manual for my business and managers.  | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |
| 23. | I know the difference between STATE law vs. FEDERAL law?  | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |

**Rank these in order of concern:**

Efficiency \_\_\_\_\_ Effectiveness \_\_\_\_\_ Compliance \_\_\_\_\_