

# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.  
CHARLEVOIX, MICHIGAN 49720



PROJECT  
PINE RIVER PLACE

## REGULAR MEETING

TUESDAY JANUARY 20, 2015

5:00 P.M.

PRESENT: Buday, Stephan, Left, Olach, Stevens

President Left called meeting to order. There were no additions to the agenda.

Since there were no corrections to the minutes for November 2, 2014, December 16, 2014 and January 7, 2015 and the checks financial reports for November and December 2014, motion was made by Olach, second by Buday. Passed 3-0 with Stevens and Stephan abstaining because of not being on the board until 2015.

### EXECUTVIVE DIRECTORS REPORT:

Federal withholding taxes overpaid in December but not corrected to date.

Dental Plan accepted from Delta for the employees.

Letter of resignation from Rob Harrison submitted.

Board appointments: Paul Stephan replaced member Marilee Campbell (term expires 4/2019). Gregory Stevens fills Jim Jinsky's term (term expires 4/2015).

Budget needs to be submitted to accountant at next meeting when board will receive the draft to approve.

Laundry is doing well. Did not receive any rebate to date. Rob is working on it.

Buday made the motion to accept the job descriptions as corrected by Harrison commenting descriptions could be changed if need. Olach second the motion. Motion passed 5-0.

Public Comment: Brad gave report he can no longer work with Rob. Rob is working less than 30 hours but earning full time pay plus benefits.

Stevens made motion to table the Directors budget report until next meeting. The figures were just submitted. Need time to study before suggestions can be submitted.

President Left had an addition to New Business.

As of this date, January 20, 2015 Rob Harrison will terminate his position as Executive Director of Pine River Place. His Mastercard, Home Depot credit card, Sam's credit card, cell phone and keys to Pine River office, building, storage shed will be submitted to the Board after the meeting. Laptop and desk to be returned by noon, Friday, January 23, 2015.

Buday made motion to accept. Olach second. Motion passed 5-0.

Stevens made motion to adjourn. Stephan second motion. All in favor.

Meeting was adjourned at 6:30.

Minutes submitted by: Joan Buday January 28, 2015  
Joan Buday, Board Vice-President Date

Approved as amended by: Lillian Left 1-17-15  
Lillian Left, Board President Date