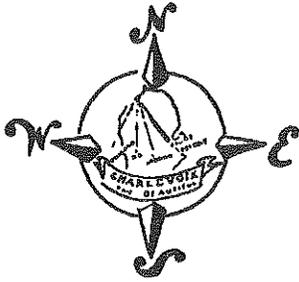


CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.
CHARLEVOIX, MICHIGAN 49720



PROJECT
PINE RIVER PLACE

Special Meeting Minutes January 27, 2015

A meeting of the Charlevoix Housing Commission was called to order by President Left at 1:15 p.m. at Pine River Place, 210 West Garfield, Charlevoix, Michigan, 231-547-5451.

PRESENT: Buday, Left, Stephan, Olach, Stevens
ABSENT: None
OTHER: Julie Waterman, Administrative Assistant
Brad Waterman, Maintenance Supervisor
PUBLIC: Ilah Honson, 4 residents of Pine River Place

Approval of Meeting Minutes and Bill: None

Executive Directors Report: None

Old Business: None

New Business

Authorized Check Signers – Mrs. Waterman [Administrative Assistant] has contacted the bank. New signers can be added with Board permission. Discussion followed including but not limited to

- Good rule to have commissioners sign checks
- 2 Board members should be authorized signers
- Person who writes checks should not be signing checks
- Can authorize staff as one of the authorized signers

Motion was made by Commissioner Buday to remove Robert Harrison as an authorized signer on CHC bank accounts due to his termination on January 20, 2015 and to authorize Julie Waterman as staff and Lillian Left, Greg Stevens, and Joni Olach as authorized check signers for the Commission, supported by Commissioner Olach.

AYES

Buday
Left
Olach
Stephan
Stevens

NAYS

ABSTENTIONS

ABSENT

Interim Executive Director/CHC Executive Director Position - Discussion among the CHC Board members, Ilah Honson of the East Jordan Housing Commission and CHC Staff regarding the Executive Director/Interim Executive Director position. The discussion included but was not limited to

- Position available
- The CHC desire to look into sharing an ED with the East Jordan Housing Commission
- Whether or not the CHC must go through the interview/hiring process; suggested that the Detroit Field office be contacted by the Board President to get a determination from them if the CHC can simply contract with the EJHC for the services of an Executive Director
- Discussion on how other PHAs who are sharing Executive Director services handle it – contract versus no contract
- How to go about setting a meeting with the EJHC to begin discussions
- How a contract might look – temporary (3 – 6 months) to allow CHC to determine if a shared ED position is working for them

Commissioner Stevens moved that the CHC temporarily contract with Ilah Honson and the East Jordan Housing Commission for Interim Executive Director duties at the rate of \$25 per hour, approximately 16 hours per week and that a meeting be scheduled as soon as possible between the CHC and EJHC to further discuss the possibility of a shared ED position; Ilah Honson is to facilitate to scheduling of the meeting, supported by Commissioner Olach.

AYES

Buday
Left
Olach
Stephan
Stevens

NAYS

ABSTENTIONS

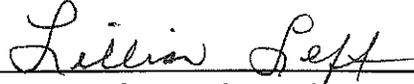
ABSENT

By Board consensus it was determined that Commissioners Buday and Stevens will be the CHC representatives to meet with the EJHC Board representatives.

Public Comment – None

Adjournment – Commissioner Stevens moved to adjourn the meeting at 2:10p.m., supported by Commissioner Olach.

Minutes submitted by:  January 28, 2015
Julie M. Waterman, Administrative Assistant

Approved as amended by:  2-18-15
Lillian Left, Board President Date