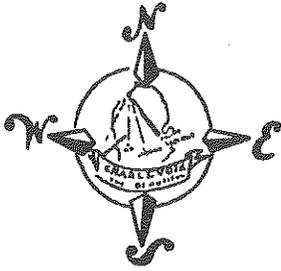


CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT
PINE RIVER PLACE

Regular Meeting Minutes November 17, 2015

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

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

Approval of Meeting Minutes and Bills:

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

Yes: Buday, Stephan, Olach, Stevens

No:

Abstentions:

Absent: Left

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

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

Old Business:

Executive Director Vacancy:

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

Yes: Buday, Stephan, Olach, Stevens

No:

Abstentions:

Absent: Left

Employee Handbook:

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

New Business:

Capital Fund Budget Revision:

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

Yes: Buday, Olach, Stephan, Stevens

No:

Abstentions:

Absent: Left

Public Participation at Board Meetings Policy:

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

Yes: Buday, Olach, Stephan, Stevens

No:

Abstentions:

Absent: Left

2016 Meeting Schedule:

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

Yes: Buday, Olach, Stephan, Stevens

No:

Abstentions:

Absent: Left

Miscellaneous Business: None

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

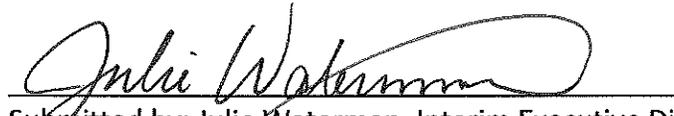
Public Comment: President Stevens asked if there were any public comments.

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

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

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

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



Submitted by: Julie Waterman, Interim Executive Director

November 19, 2015



Approved by: Gregory Stevens, Board President

12/15/15