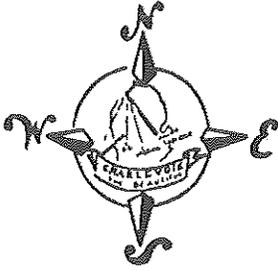


CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.
CHARLEVOIX, MICHIGAN 49720
(231) 547-5451



PROJECT
PINE RIVER PLACE

Regular Meeting Minutes February 16, 2016

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: Left, Buday, Stephan, Crandall, Stevens
ABSENT:
OTHER: Julie Waterman, Executive Director,
Brad Waterman, Maintenance Supervisor,
Residents of Pine River Place

Additions to the Agenda: There were no additions to the agenda.

Approval of Meeting Minutes and Bills:

President Stevens asked if there were any corrections or additions to the minutes from the January regular meeting or the minutes from the closed session portion of the January meeting or questions on the January bills. A motion to approve the minutes from the January 19th meeting and the minutes from the closed session portion of that meeting and the January bills was made by Lillian Left and seconded by Joan Buday.

Yes: Buday, Left, Stephan, Stevens

No:

Abstentions: Crandall

Absent:

Executive Directors Report: Executive Director Julie Waterman presented the January financial statements. "Coffee with Julie" meeting with the residents went very well. Twenty-two residents attended and all questions from residents were answered. We will have another one in March. The Community Room television, donated by the Buday family many years ago, was replaced after several months of very poor performance. The contract with Critical Signals Technologies, the company that monitors our emergency medical response system, was renegotiated. We now have a two year contract at \$420 per month instead of the previous contract at \$645 a month with three years remaining. We are advertising for an Administrative Assistant and a Custodian. Julie discussed highlights from the winter MHDA conference she recently attended. Julie gave an update on the progress of the energy performance contract. A suggestion box has been permanently mounted on the wall in the community room with three comments received so far.

Old Business:

Public Participation at Board Meetings:

There were previous discussions on the policy at past meetings. The board requested that changes be made according to those discussions. An amended Public Participation at Board Meetings Policy was presented. There was no further discussion. President Stevens asked if there were there any public comments on the policy. There were no public comments. Joan Buday made a motion to post the amended Public Participation at Board Meetings Policy for 30 days to allow for public comments before being adopted by the board. Lillian Left seconded the motion.

Yes: Buday, Left, Stephan, Crandall, Stevens

No:

Abstentions:

Absent:

Employee Handbook:

Final corrections are being made on the Employee Handbook and a final draft will be presented at the March regular board meeting. Gregory Stevens asked if there were any public comments concerning the Employee Handbook. There were no public comments. Paul Stephan made a motion to postpone approving the Employee Handbook until an amended final draft was presented at the March regular meeting. Laurie Crandall seconded the motion.

Yes: Buday, Left, Stephan, Crandall, Stevens

No:

Abstentions:

Absent:

New Business:

FYE 2017 Operating Budget:

Preparing the FYE 2017 Operating Budget is underway. Julie Waterman suggested a work session to be able to thoroughly discuss the budget. President Gregory Stevens called for a Work Session on Tuesday, February 23rd at 1:00pm in the community room at Pine River Place for the purposes of discussing the FYE 2017 Operating Budget.

Public Comment: President Stevens asked if there were any public comments on subjects unrelated to agenda items.

Pine River Place resident Barb Evans asked about the reason for going into closed session last meeting in regards to why it couldn't be done after adjourning the meeting. This would have been easier on residents who had to wait until the session concluded. (The board explained that it must be done during the course of a meeting and not after adjourning in accordance with the Open Meetings Act.)

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

Adjournment: The meeting adjourned at 2:45 pm. The next Regular Meeting will be held Tuesday, March 15, 2016 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, Executive Director


Approved by: Gregory Stevens, Board President

February 18, 2016

March, 15, 2016