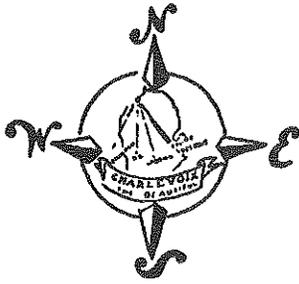


CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.
CHARLEVOIX, MICHIGAN 49720



PROJECT
PINE RIVER PLACE

Regular Meeting Minutes February 17, 2015

A Regular Meeting of the Charlevoix Housing Commission was called to order by President Left at 2:06 pm at Pine River Place, 210 West Garfield, Charlevoix, Michigan.

PRESENT: Buday, Left, Stephan, Olach, Stevens
ABSENT: None
OTHER: Julie Waterman, Administrative Assistant
Brad Waterman, Maintenance Supervisor

Additions to Agenda: None

Approval of Meeting Minutes and Bills: President Left asked if there were any corrections or additions to the minutes from the previous Regular Meeting or questions on the bills. Gregory Stevens made a motion to accept the January bills and minutes from the January 27, 2015 regular meeting with the addition of the words "Administrative Assistant" be added after Julie Waterman's name to distinguish her position at that time. Paul Stephan seconded the motion.

Yeas: Left, Buday, Olach, Stevens, Stephan

Nays:

Abstentions:

Absent:

Executive Directors Report: Interim Executive Director Julie Waterman presented the January Financial Statement and Demographic Statistics Report. She reported current occupancy is 98% and that unit 221 is being remodeled. She gave an update of current HUD reports being worked on and submitted. New dental plan for employees is cheaper and has better coverage. WASH was contacted and a check was received for \$1,094.00 for 68 days of activity.

Old Business:

FYE 2016 Budget – Joni Olach made a motion to schedule a Work Session of the Charlevoix Housing Commission Board on Tuesday February 24, 2015 at 2:00 pm at Pine River Place in the Community Room for the purposes of discussing the FYE 2016 Budget. Joan Buday seconded the motion.

Yeas: Left, Buday, Olach, Stevens, Stephan

Nays:

Abstentions:

Absent:

New Business:

Payroll – Paul Stephan made a motion to change the payroll process from manually done in-house to hiring Paychex to perform this service. Joni Olach Seconded the motion.

Yeas: Left, Buday, Olach, Stevens, Stephan

Nays:

Abstentions:

Absent:

Cable TV Rate – Gregory Stevens made a motion to approve the \$2.00 increase in the Cable TV Rate as of April 1, 2015. Joan Buday Seconded the motion.

Yeas: Left, Buday, Olach, Stevens, Stephan

Nays:

Abstentions:

Absent:

Mr. Harrison's Final Paycheck – Gregory Stevens made a motion to have Julie Waterman contact Labor Attorney Laura Dinon and work on the Board's behalf to figure out compensation and that it not to exceed \$500.00 and include a statement in a letter to Mr. Harrison addressing the filing cabinet. Joan Buday seconded the motion.

Yeas: Left, Buday, Olach, Stevens, Stephan

Nays:

Abstentions:

Absent:

Houses at 901 State Street and 212 West Garfield – discussion tabled until further information can be obtained.

Hiring Process – Board directed Julie Waterman to obtain a post office box to receive resumes for the Executive Director position. Julie Waterman discussed her recent conversation with Doug Gordon from the HUD Detroit Field Office where he explained that his office would approve if the Board decided to consider her for the position of Executive Director.

Miscellaneous Business – Brad Waterman, Maintenance Supervisor, discussed boiler and other building issues.

Board Commissioners – Gregory Stevens made a motion that staff evaluations be completed before the April Board Meeting and that Julie Waterman’s evaluation be completed at the April Board Meeting. Joni Olach seconded the motion.

Yeas: Left, Buday, Olach, Stevens, Stephan

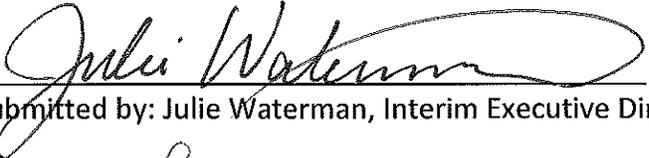
Nays:

Abstentions:

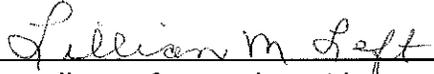
Absent:

Public Comment – None

Adjournment – Commissioner Stevens moved to adjourn the meeting at 4:33 pm, supported by Commissioner Olach. The motion passed unanimously and the meeting was adjourned. The next Regular Meeting will be held Tuesday March 17, 2015 at 2:00 pm in the Pine Rover Place Community Room located at 210 W. Garfield in Charlevoix. Phone 231-547-5451


Submitted by: Julie Waterman, Interim Executive Director

March 10, 2015


Approved by: Lillian Left, Board President

03/17/15