

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.
CHARLEVOIX, MICHIGAN 49720



PROJECT
PINE RIVER PLACE

Special Meeting Minutes March 31, 2015

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

PRESENT: Left, Buday, Olach, Stevens
ABSENT: Stephan
OTHER: Julie Waterman, Administrative Assistant
Brad Waterman, Maintenance Supervisor
Keri Casbohm, Temporary Administrative Assistant

New Business:

Fiscal Policy – Gregory Stevens made a motion to approve the proposed changes to the Fiscal Policy following the 30 day public posting. Joni Olach seconded the motion.

Yeas: Left, Buday, Olach, Stevens
Nays:
Abstentions:
Absent: Stephan

Check Signers - Gregory Stevens made a motion to change the persons approved as check signers on the bank accounts to remove Julie Waterman, Interim Executive Director, as a signer, in accordance with the proposed Fiscal Policy. Three board commissioners, Stevens, Left and Olach will remain as check signers. Joan Buday seconded the motion.

Yeas: Left, Buday, Olach, Stevens
Nays:
Abstentions:
Absent: Stephan

Calculating Property Assets Policy – Joan Buday made a motion to approve the Calculating Property Assets Policy to keep the calculations of property assets in accordance with federal regulations. Joni Olach seconded the motion.

Yeas: Left, Buday, Olach
Nays:
Abstentions: Stevens
Absent: Stephan

Researching Options for Executive Director Position – Gregory Stevens discussed the letter from the labor attorney in reference to the board considering hiring Julie Waterman as the Executive Director and the conflict of interest involved with that prospect. Discussion of incorrect number of full-time employees on staff listed in letter. Discussion occurred detailing checks and balances in place to prevent the issues of concern. Discussion of possible options in hiring an Executive Director. Nothing was determined at this time. Gregory Stevens made a motion to change Julie Waterman’s pay from hourly to salary at \$33,000.00 a year effective April 4, 2015. Joan Buday seconded the motion.

Yeas: Left, Buday, Olach, Stevens

Nays:

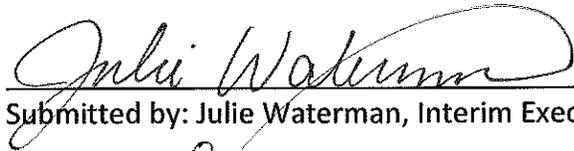
Abstentions:

Absent: Stephan

Administrative Assistant Position – Discussion of Julie Waterman hiring Keri Casbohm as the Administrative Assistant.

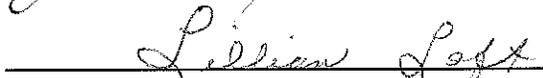
Public Comment – None

Adjournment – Commissioner Gregory Stevens moved to adjourn the meeting at 3:16 pm, supported by Commissioner Joan Buday. All in favor.



Submitted by: Julie Waterman, Interim Executive Director

April 15, 2015



Approved by: Lillian Left, Board President

4-21-15