

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.
CHARLEVOIX, MICHIGAN 49720



PROJECT
PINE RIVER PLACE

Annual Meeting Minutes April 21, 2015

An Annual 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: Buday, Left, Stephan, Olach, Stevens
ABSENT: None
OTHER: Julie Waterman, Interim Executive Director
Brad Waterman, Maintenance Supervisor
Keri Casbohm, Temporary Administrative Assistant
Tenants of Pine River Place - Barb & Jerry Evans and Laurie Crandall

Approval of Meeting Minutes and Bills:

President Left asked if there were any questions on the March bills. Julie Waterman discussed the changes with payroll and the fact that the details will no longer appear on the checkbook register but will be available in a separate document provided by the payroll company. Joan Buday made a motion to accept the March bills and Joni Olach seconded the motion.

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

President Left asked if there were any corrections or additions to the minutes from the March 17th Regular Meeting, March 24th Work Session, and the March 31st Special Meeting. There were no corrections or additions. Gregory Stevens made a motion to accept the Minutes from the March 17th Regular Meeting, March 24th Work Session, and the March 31st Special Meeting. Joan Buday seconded the motion.

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

President Left asked if there were any corrections or additions to the minutes from the March 17th Closed Session. There were no corrections or additions. Gregory Stevens read a letter

explaining the outcome of the Closed Session did not result in a reprimand to Julie Waterman. Joan Buday said that she was not here for that portion of the meeting and will abstain from the vote. Gregory Stevens made a motion to accept the Minutes from the March 17th Closed Session. Lillian Left seconded the motion.

Yeas: Left, Olach, Stevens, Stephan

Nays:

Abstentions: Buday

Absent:

President Left asked if there were any corrections or additions to the minutes from the March 24th Closed Session. There were no corrections or additions. Joan Buday made a motion to accept the Minutes from the March 24th Closed Session. Gregory Stevens seconded the motion.

Yeas: Left, Buday, Olach, Stevens, Stephan

Nays:

Abstentions:

Absent:

Executive Directors Report: Interim Executive Director Julie Waterman explained that the March Financial Statement is not available as it is the end of the fiscal year. It will be presented next month. Payroll and check procedures have been updated to match policy changes. She reported that employee evaluations have been completed. The proposed Fiscal Policy with changes is in the 30 day public posting stage until April 30th. Recently there was damage done to one of the light poles in the parking lot. Arrangements are being made for repairs. Updated Policy books for the board members are nearly complete and will be distributed soon. A new time clock that is electronic will be installed in the next couple of weeks. CoreComm email address is being shut down May 4th. Julie will be taking a Grant-Writing training through NAHRO next week.

Old Business:

Interim Executive Director Evaluation: The board had positive comments relating to the job Julie Waterman is doing as an Interim Executive Director since being appointed on February 5th, 2015. Not enough time has elapsed to complete an evaluation and no specific guidelines or requirements had been established when she was appointed. Discussion of evaluation form Gregory Stevens found online and what form the board wanted to use in the future. It was agreed that an evaluation form for the Executive Director needed to tie in with the job description and contract. Joan Buday made a motion to table the evaluation for Julie Waterman at this time. Joni Olach seconded the motion.

Yeas: Left, Buday, Olach, Stevens, Stephan

Nays:

Abstentions:

Absent:

Executive Director Vacancy: Discussion of a letter written by Joni Olach asking HUD to waive the issue of conflict of interest if the CHC Board was to hire Julie Waterman as the Executive Director. Gregory Stevens suggested a couple corrections/additions. There was concern that the addendum letter from Laura Dinon had Brad and Andre's names reversed and Gregory Stevens was to call and get it amended for accuracy. Joni Olach made a motion that the board approve the letter (as amended by Gregory Stevens) and get signatures from all board members and mail it along with the attachments listed in the letter to the HUD field office in Detroit. Gregory Stevens seconded the motion.

Yeas: Left, Buday, Olach, Stevens, Stephan

Nays:

Abstentions:

Absent:

New Business:

Elections of Officers:

Joan Buday made a motion to nominate Gregory Stevens as the CHC Board President. Joni Olach made a comment that Mr. Stevens could benefit by taking Commissioner training. Julie will see what trainings are coming up. Paul Stephan seconded the motion. Mr. Stevens accepted the position as President.

Yeas: Left, Buday, Olach, Stephan

Nays:

Abstentions: Stevens

Absent:

Paul Stephan made a motion to nominate Joan Buday as the CHC Board Vice-President. Gregory Stevens seconded the motion. Mrs. Buday accepted the position as Vice-President.

Yeas: Left, Olach, Stephan, Stevens

Nays:

Abstentions: Buday

Absent:

Disposition/Disposal of Property/Equipment: Paul Stephan made a motion to approve Resolution Approving Removal of Inventory of washers and dryers (2015-03). Joan Buday seconded the motion.

Yeas: Left, Buday, Olach, Stevens, Stephan

Nays:

Abstentions:

Absent:

Disposition/Sale of Property/Equipment: Joan Buday made a motion to approve Resolution Approving Removal of Inventory of lawn equipment (2015-04) and to accept the offer from Work-N-Play for the purchase of said items. Paul Stephan seconded the motion.

Yeas: Left, Buday, Olach, Stevens, Stephan

Nays:

Abstentions:

Absent:

Smoke-Free Housing Policy: Julie Waterman brought up that there is updated guidance from HUD coming soon pertaining to the smoking issue in public housing. It will likely require revision to our current policy. Discussion occurred as to how that will affect the 7 tenants who currently hold "Temporary Exemptions" to the Smoke-Free Housing Policy.

Energy Performance Contracting: Julie Waterman and Gregory Stevens discussed a meeting they attended about Energy Performance Contracting and how it might be a viable solution to our current issues with the boiler systems and perhaps other areas/systems of the building. Julie Waterman will contact the WindWaterEnergy business development manager about coming to a future board meeting to provide more details.

Miscellaneous Business: None

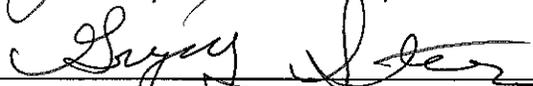
Board Commissioners: Gregory Stevens discussed additional hours Julie Waterman worked in January as well as Brad Waterman's hours and how that is handled in emergency situations.

Public Comment: Tenants present voiced their support of hiring Julie Waterman as the Executive Director.

Adjournment – Commissioner Buday moved to adjourn the meeting at 4:30 pm, supported by Commissioner Olach. The motion passed unanimously and the meeting was adjourned. The next meeting will be an Regular Meeting and will be held Tuesday May 19, 2015 at 2:00 pm in the Pine Rover Place Community Room located at 210 W. Garfield in Charlevoix. Telephone 231-547-5451.



Submitted by: Julie Waterman, Interim Executive Director



Approved by: Gregory Stevens, Board President

May 5, 2015

5/19/15