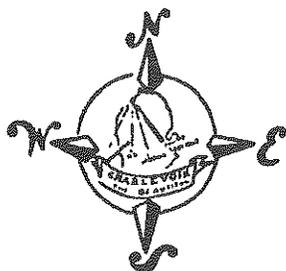


# CHARLEVOIX HOUSING COMMISSION

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



PROJECT  
PINE RIVER PLACE

## Regular Meeting Minutes July 21, 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:** Stevens, Buday, Left, Olach, Stephan  
**ABSENT:** None  
**OTHER:** Julie Waterman, Interim Executive Director  
Brad Waterman, Maintenance Supervisor  
Keri Casbohm, Administrative Assistant  
Residents of Pine River Place – Gus Schmidt, Marilyn Gibbons, Gordon  
Wolgamott, Dee Balyo, Nedina Stark, Bill Supernaw

### **Approval of Meeting Minutes and Bills:**

President Stevens asked if there were any corrections or additions to the minutes from the June meeting or questions on the June bills. Discussion occurred and the request was made to add to the minutes under Public Comment, "Gregory Stevens will contact the city to see if the Housing Commission can have a tab or something similar on the city's website in order to make agenda packets more easily available". A motion to accept the minutes as amended from the June 16<sup>th</sup> meeting and the June bills was made by Lillian Left and seconded by Joan Buday.

Yes: Buday, Left, Stephan, Olach, Stevens

No:

Abstentions:

Absent:

**Executive Directors Report:** Interim Executive Director Julie Waterman presented the June financial statements. Discussion occurred on what the difference was between current accrued absences and long-term accrued absences. Julie will get clarification from the fee accountant. The fall joint conference for NAHRO/MHDA/UPHO will be September 9, 10, 11 in Thompsonville, Michigan. Julie gave a brief description on how the financial audit went. The report will be forthcoming.

**Old Business:**

**Travel Policy:**

A draft of an updated Travel Policy was discussed. After discussion, it was decided to remove the sentence "When travel is performed in an automobile owned by the Housing Commission, necessary expenses shall be paid." Joni Olach made a motion to adopt the revised Travel Policy as amended and to post it for 30 days to allow for public comments. Paul Stephan seconded the motion.

Yes: Buday, Left, Stephan, Olach, Stevens

No:

Abstentions:

Absent:

**New Business:**

**Freedom of Information Act:** Julie Waterman described that recent changes to the Freedom of Information Act will require us to adopt a policy to keep in compliance with the law. The city's policy was discussed as an example and is more involved than we need ours to be. Julie will work on a draft of a policy for the Housing Commission board to consider at a future meeting.

**Donations:** Discussion occurred concerning donations made to the Housing Commission in the past and how they were managed. The board directed Julie Waterman to research and present a Donations Acceptance Policy for board review and consideration so that future donations will be managed in accordance with a board approved policy.

**Drug-Free Workplace Policy:** Discussion occurred concerning the need for the Housing Commission to adopt a Drug-Free Workplace Policy. The subject is not addressed in the Personnel Policy. A draft of this policy was presented. Joan Buday made a motion to adopt the Drug-Free Workplace Policy and to post it for 30 days to allow for public comments. Joni Olach seconded the motion.

Yes: Buday, Left, Stephan, Olach, Stevens

No:

Abstentions:

Absent:

**Miscellaneous Business:**

**City Website:** Gregory Stevens contacted the city about putting Charlevoix Housing Commission on the city's website. A new city manager is starting and it was agreed to give him time to settle in before scheduling a meeting to discuss the collaboration.

**Energy Performance Contracting:** President Gregory Stevens called for Special Meeting on Tuesday August 11<sup>th</sup> at 1:00pm in the Community Room at Pine River Place to discuss energy performance contracting. Andrew Overmyer from WindWaterEnergy will give a presentation on the subject.

**Property Assets:** President Gregory Stevens called for a Work Session on Tuesday July 28th at 2:00pm in the Community Room at Pine River Place for the purposes of discussing the Housing Commission's property assets.

**Post Office Box Rental:** Discussion occurred on whether the board wanted to renew the rental of the post office box. Since there is no need at this time, we will let the rental expire without renewing it. Julie will return the keys to the post office.

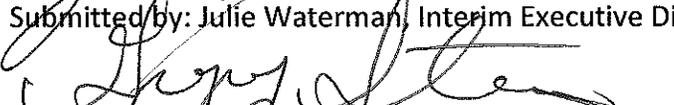
**Waiver Request from HUD:** Gregory Stevens contacted HUD to find out if there is a response yet to the letter the board sent to the Detroit HUD Field Office requesting a waiver in the conflict of interest associated with the board hiring Julie Waterman as the Executive Director. No answer has been received yet.

**Board Commissioners:** none

**Public Comment:** President Stevens asked if there were any public comments. Laurie Crandall asked if the upcoming meetings were open to the public. She was told that they are both open to the public to attend. Bill Supernaw asked about energy performance contracts and future building projects of the commission. Energy performance contracting was discussed earlier in the meeting (Bill arrived near the end of the meeting) with a future meeting planned for that item alone. There are no future plans in place for expansion of the housing program. With no further comments President Stevens closed the meeting to public comments.

**Adjournment:** The meeting adjourned at 3:20 pm. The next Regular Meeting will be held Tuesday, August 18, 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

  
Approved by: Gregory Stevens, Board President

August 6, 2015

8/18/15