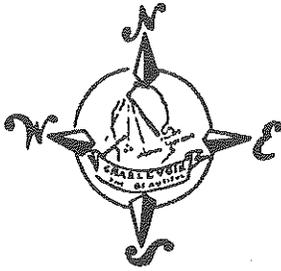


# CHARLEVOIX HOUSING COMMISSION

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



PROJECT  
PINE RIVER PLACE

## Regular Meeting Minutes September 14, 2015

A Regular Meeting of the Charlevoix Housing Commission was called to order by President Stevens at 2:03 pm at Pine River Place, 210 West Garfield, Charlevoix, Michigan.

PRESENT: Stevens, Buday, Left, Stephan  
ABSENT: Olach  
OTHER: Julie Waterman, Interim Executive Director  
Brad Waterman, Maintenance Supervisor  
Keri Casbohm, Administrative Assistant  
Residents of Pine River Place – Marilyn Gibbons, Barb Evans, Gerald Evans,  
Laurie Crandall and granddaughter,  
Mary Novotny-Moore

### Approval of Meeting Minutes and Bills:

President Stevens asked if there were any corrections or additions to the minutes from the August meeting or questions on the August bills. A motion to approve the minutes from the August 18th meeting and the August bills was made by Joan Buday and seconded by Paul Stephan.

Yes: Stephan, Buday, Left, Stevens

No:

Abstentions:

Absent: Olach

**Executive Directors Report:** Interim Executive Director Julie Waterman presented the August financial statements. Julie gave clarification as to why the category "Unit Turnaround Contracts" is so high. Carpet was previously put in the category of Betterments and Additions but as it really is a unit turnaround cost the fee accountant advised the change. Julie reported that the recent inspection for hazardous materials was successful. Two propane grills and one propane torch was found. The torch was handed over immediately and both residents with grills made arrangements to have them removed from the property. Overall, the residents expressed gratitude for our concern in this matter and there were no issues in completing the inspection. The Commission now has a tab on the city's website which includes minutes, board packets, meeting dates, a pre-application and sample unit floor plan. There is a brief description of the Commission and hopefully a photograph of Pine River Place will be added in the future. Kmart is doing a flu shot clinic at Pine River Place tomorrow September 15<sup>th</sup>.

**Old Business:**

**Travel Policy:**

Previous discussed revision to the Travel Policy was reopened. No comments were received during the review period. A resolution (2015-06) was made by Lillian Left and supported by Joan Buday to adopt the revised Travel Policy.

Yes: Buday, Left, Stephan, Stevens

No:

Abstentions:

Absent: Olach

**Drug-Free Workplace Policy:**

Previous discussed adoption of a Drug-Free Workplace Policy was reopened. No comments were received during the review period. A resolution (2015-07) was made by Joan Buday and supported by Paul Stephan to adopt the Drug-Free Workplace Policy.

Yes: Buday, Left, Stephan, Stevens

No:

Abstentions:

Absent: Olach

**New Business:**

**Employee Handbook/Personnel Policy and Job Descriptions:**

Discussion occurred concerning the Paychex service of "HR Essentials" and the need for comprehensive human resource services so that the Commission can come up-to-date with various requirements in this area. The dollar amount was discussed and whether it will fit into the budget. An Employee Handbook will be presented to the board for review in the near future. Joan Buday made a motion to approve the contract with Paychex not to exceed six months at a cost of \$2,445.00. Lillian Left seconded the motion.

Yes: Stephan, Buday, Left, Stevens

No:

Abstentions:

Absent: Olach

**Miscellaneous Business: None**

**Board Commissioners:**

**eLOCCS Access:** Gregory Stevens brought up that it is time to re-certify Julie Waterman to be able to access eLOCCS to conduct Commission business. Discussion occurred on making a succession plan for this and other needs in the event something happens to the Executive

Director. Joan Buday made a motion for Julie Waterman to research and prepare a policy for board review to address a succession plan for eLOCCS access. Lillian Left seconded the motion.

Yes: Stephan, Buday, Left, Stevens

No:

Abstentions:

Absent: Olach

Gregory Stevens mentioned that he may not be present at the next regular board meeting. As such, the Vice-President, Joan Buday will preside over the meeting if he is not present.

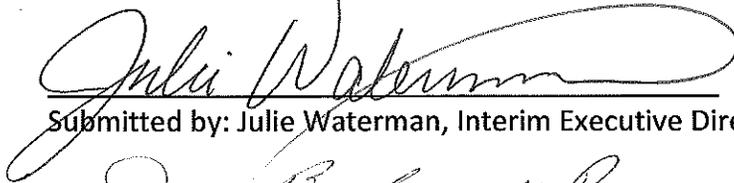
Paul Stephan asked about the previous concerns with a gas-powered bicycle in the building. Julie Waterman reported that it was investigated immediately following the August board meeting and no gas-powered bicycle was found in the building.

**Public Comment:** President Stevens asked if there were any public comments.

Marilyn Gibbons brought up issues she is having with another resident.

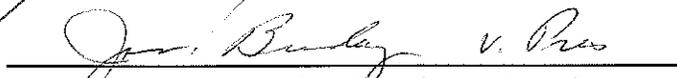
With no further comments, President Stevens closed the meeting to public comments.

**Adjournment:** The meeting adjourned at 2:45 pm. The next Regular Meeting will be held Tuesday, October 20, 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

October 13, 2015



Approved by: Joan Buday, Board Vice-President

October 20, 2015