



**NOTICE
THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT A
MEETING AT
8:00 A.M.**

**Tuesday, January 21, 2014
Riverview Terrace
150 Pine Street
Traverse City, Michigan 49684
(231) 922-4915**

POSTED: January 17, 2014

The Traverse City Housing Commission does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Please contact the Housing Commission office, 150 Pine Street, Traverse City, Michigan 49684, (231) 922-4915, to coordinate specific needs in compliance with the non-discrimination requirements contained in Section 35.087 of the Department of Justice Regulations. Information concerning the provisions of Americans with Disabilities Act, and the rights provided hereunder, are available from the ADA Coordinator.

If you are planning to attend and you have a disability requiring any special assistance at the meeting, please notify the Executive Director immediately.

TRAVERSE CITY HOUSING COMMISSION
January 21, 2014

CALL TO ORDER

- I ROLL CALL**
- II APPROVAL OF AGENDA**
- III CONSENT CALENDAR**

The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff or the public may ask that any item on the Consent Calendar be removed there from and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected.

If an item is not removed from the Consent Calendar the action noted in parentheses on the Agenda is approved by a single Commission action adopting the Consent Calendar. (All items on the consent calendar are italics.)

- A. *Consideration of Approval of the December 17, 2013 Regular session and December 17, 2013 Special Meeting Minutes (Approval recommended)*
- B. *Consideration of Approval of Schedule of Disbursements for December 2013 for Public Housing and Section 8 HCV Programs (Approval recommended)*
- C. *Correspondence/Information – See Attachments*
- D. *Financial Statements for December 2013 (Approval recommended)*
- E. *Review and approve payment of invoices for January 2014*
- F. *Executive Director and FSS Reports*

IV OLD BUSINESS

A. Strategic Plan

- Governance Committee
 - Meeting held December 18, 2013
- Business Plan
- Ad-Hoc Affordable Housing Committee
- Finance Committee
 - Committee members for appointment

B. Audit Review for fiscal year end June 30, 2013

- Rob Klaczkiewicz will be joining us via Skype to review our annual audit for fiscal year end June 30, 2013
- Please bring the copy of the audit that was included with your November packet

C. Expense Review

- A memo and additional information for the expense review is included for discussion
- The 2014 budget with monthly expense charges will be presented for discussion including forecasted spend through 2014FY end

V NEW BUSINESS

A. Review and Approval of Closed Session Minutes of December 17, 2013

B. Proposed TCHC Lease Changes

- A copy of proposed changes to the TCHC Lease Agreement are included
- The changes include
 - Language indicating when changes in income must be reported (pg 5 of the lease)
 - Language indicating where a resident can look at how changes can be made to the lease agreement (pg. 7 of the lease)
- The proposed changes are for your review and approval prior to our providing the changes to the residents for their comments.

C. Doubtful Account Write-off

- Included is a listing of Public Housing and Section 8 HCV participants that we would like to write-off as uncollectible
- If the Board approves writing the accounts off as doubtful/uncollectible, a resolution is included for your consideration.

D. Liability Insurance Coverage Evaluation

- Included is a letter from Ward Kuhn, Counsel to the TCHC to Commissioner Smits discussing the review of the TCHC insurance as it pertains to coverage for officers, appointees, employees, etc. [Receive and File or Discuss]

E. Open Letter from Commission to TCHC Staff

- Included is a letter drafted by Commissioner Smits and presented to TCHC during Commissioner Comment at the regular December 2012 meeting. For discussion and consideration for publication

F. PHA Plan

- The 2014 PHA Plan was forwarded by electronic mail
- The PHA Plan is presented for your review and approval of the proposed capital improvements and suggested changes to the Admission and Continued Occupancy and the Section 8 Administrative Plan
- If approved, the next step is public comment and a public hearing.

VI PUBLIC COMMENT

VII COMMISSIONER COMMENT

VIII ADJOURNMENT