

Meeting Minutes of the Traverse City Housing Commission

May 27, 2016

A Regular Meeting of the Traverse City Housing Commission was called to order by President Andy Smits at the Governmental Center, 400 Boardman Avenue, Traverse City at 8:01 a.m.

I ROLL CALL

The following Commissioners were present: Andy Smits, Kay Serratelli, Jo Simerson, Brian Haas, and Richard Michael.

Staff: Tony Lentych, Executive Director; JoAnn Turnbull, Deputy Director; Kari Massa Program Manager.

Residents: Priscilla Townsend, Ellen Corcoran.

II APPROVAL OF AGENDA

Commissioner Haas moved (Serratelli support) that the agenda be approved. The motion was unanimously approved.

III PUBLIC COMMENT

None.

IV CONSENT AGENDA

Commissioner Simerson moved (Haas support) to approve the Consent Calendar as presented. The motion was unanimously approved.

- A. Meeting Minutes of the April 22, 2016 Regular Commission Meeting.
- B. Schedule of Disbursements for April 2016 for Public Housing and Housing Choice Voucher Section 8 Programs.
- C. Payment of Invoices for May 2016.
- D. Financial Statements for April 2016.

V COMMITTEE REPORTS

- A. The meeting minutes of the May 19, 2016 Executive & Governance Committee were presented. There were no comments or questions.
- B. The meeting minutes of the May 25, 2016 Communication & Outreach Committee were presented. Building Art and Tree Carving were briefly discussed.
- C. The meeting minutes of the May 19, 2016 of the Finance & Compliance Committee were presented. The Executive Director highlighted several Real Estate development opportunities.

VI STAFF AND PROGRAM REPORTS

- A. Executive Director's Report: There were no comments or questions.
- B. Family Self-Sufficiency Report: There were no comments or questions.
- C. Resident Council Report: There were no comments or questions.

VII OLD BUSINESS

- A. 2016 Consolidated Budget updated with April month end amounts. Will consider a draw from reserves prior to year-end.
- B. 2015 -2020 Strategic Plan. No Update
- C. TCHC Policy Review Schedule: President Smits recommended, and the commissioners concurred to prioritize the schedule and beginning the review with:
 - Procurement Policy
 - Personnel Policy
 - Document Retention Policy
- D. Executive Director Annual Review: Final report completion at the June meeting.

VIII NEW BUSINESS

- A. TCHC By-Law Review: Staff advised the Commissions of the proposed changes to the By-Laws:
 - Article 2, item 4: Secretary. President Smits stated that the Secretary to the Board was changed from the ED as Secretary to avoid a conflict of interest. ED Lentych recommended the article include that the Secretary may be filled by contract or appointment of an individual. The secretary should not be a member of the Commission.
 - Article 2, item 8: Attendance. This section has significant changes.
 - Article 3, item 3: Meetings. Changes to the number of meetings per year.There will be a second reading of the By-Laws at the June meeting. President Smits recommended that the By Laws be reviewed by Council and that his comments be included in the second reading.
- B. TCHC Fiscal Year 2017 Budget: Staff introduced the 2017 Budget noting the increase in income and the increase in capital expenses above the amount of the annual Capital Funds received by HUD that are paid through operating expenses.

IX CORRESPONDENCE

- A. There was a brief discussion of the Insurance Renewal Package.
- B. There was a discussion of the PILOT Workshop scheduled for June 8, 2016 in Traverse City.

X PUBLIC COMMENT

General: Priscilla Townsend.

XI COMMISSIONER COMMENT

General: Commissioner Haas and President Smits.

NOTE: Lentych reminded the Commission that the next meeting is the “Annual Meeting” and will be held at Riverview Terrace.

XII ADJOURNMENT

Commissioner Haas moved (Serratelli support) to adjourn. The motion was unanimously approved and President Smits adjourned the meeting at 9:36 a.m.

Respectfully submitted,



JoAnn Turnbull, Recording Secretary



Andy Smits, President