

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.
CHARLEVOIX, MICHIGAN 49720
(231) 547-8451



PROJECT
PINE RIVER PLACE

Regular Meeting Minutes August 15, 2017

A Regular Meeting of the Charlevoix Housing Commission was called to order by President Crandall at 2:00 pm at Pine River Place, 210 West Garfield, Charlevoix, Michigan.

PRESENT: Lillian Left, Joan Buday, Laurie Crandall
ABSENT: Paul Stephan
OTHERS: Julie Waterman, Executive Director
Brad Waterman, Maintenance Supervisor
Cindy Morris, Administrative Assistant
Tammy May, Custodian
Kim Johnson and staff of Mount Pleasant Housing Commission
Residents of Pine River Place

Additions to the Agenda: Municipal Insurance Policy Quote

Approval of Meeting Minutes and Bills:

President Crandall asked if there were any corrections or additions to the minutes from the May regular meeting, the July 10th special meeting or questions on the May, June, and July bills. A motion to approve the minutes from May regular meeting, the July 10th special meeting, and the May, June, and July bills was made by Lillian Left and seconded by Joan Buday.

Yes: Left, Buday, Crandall

No:

Abstentions:

Absent: Stephan

Executive Directors Report: Executive Director Julie Waterman presented the April, May, June and July financial reports. Pine River Place is 100% occupied at this time. We received a PHAS (Public Housing Assessment System) score of 98 with a "high performer" designation. A Community Service State Trooper has been to the building informally to meet with residents to discuss various things that may concern them. The next "Coffee with Julie" will be on September 13th and will have a flu shot clinic at the same time. The patio grill has had the propane left on to run out several times now and will be replaced with an electric grill for safety. The CHC phone system is not working properly and will need to be replaced. The transfer of emergency calls and the maintenance voicemail is still working correctly. A pair of devices called Firestops have been purchased for each unit and will be installed above every stovetop as soon as they arrive. This will help prevent the spread of any accidental stovetop fires.

Old Business:

None

New Business:

FYE 2017 Financial Audit:

Discussion occurred in regards to the Financial Audit Report for FYE 2017. There were no findings or recommendations. Lillian Left made a motion to accept the FYE 2017 Financial Audit Report. Joan Buday seconded the motion.

Yes: Left, Buday, Crandall

No:

Abstentions:

Absent: Stephan

Annual Plan:

Discussion occurred in regards to the Revised Annual Plan, which needs more information to be completed. Joan Buday made a motion to postpone a vote on the Revised Annual Plan. Lillian Left seconded the motion.

Yes: Left, Buday, Crandall

No:

Abstentions:

Absent: Stephan

Upcoming Executive Director Vacancy:

Discussion occurred in regards to the upcoming vacancy in the Executive Director position. Joan Buday made a motion to accept (with regrets) Julie Waterman's resignation effective December 31, 2017 and to move forward with securing a post office box for incoming resumes and to begin drafting an employment advertisement. Lillian Left seconded the motion.

Yes: Left, Buday, Crandall

No:

Abstentions:

Absent: Stephan

Municipal Insurance Policy:

Julie Waterman presented a quote for the municipal insurance policy from Municipal Underwriters of West Michigan Incorporated. Joan Buday made a motion to accept the quote for the municipal insurance policy from Municipal Underwriters of West Michigan Incorporated for \$18,611.00. Lillian Left seconded the motion.

Yes: Left, Buday, Crandall

No:

Abstentions:

Absent: Stephan

Public Comment:

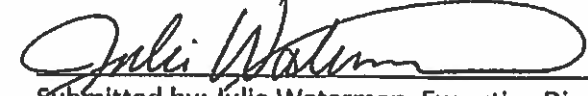
President Crandall asked if there were any public comments.

Kim Johnson, Executive Director of the Mount Pleasant Housing Commission, spoke to the board about the possibility of them considering an agreement with the Mount Pleasant Housing Commission to

provide the services of an Executive Director to fill the upcoming vacancy at the Charlevoix Housing Commission.

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

Adjournment: The meeting adjourned at 3:25 pm. The next meeting will be held Tuesday, September 19, 2017 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, Executive Director

August 17, 2017


Approved by: Laurie Crandall, Board President

9-19-17