



# **LANSING HOUSING**

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## **C O M M I S S I O N**

### **AGENDA**

#### **LANSING HOUSING COMMISSION**

**January 27, 2010**

- 1. Call to Order.**
- 2. Roll Call.**
- 3. Approval of Minutes of December 15, 2009.**
- 4. Resolution #1095 – Amendment to Personnel Policy**
- 5. Resolution #1096 – Treasury Management – PNC Bank**
- 6. Informational Items**
  - a. Capital Fund Projects - Status of ARRA Capital Fund**
  - b. Asset Management Reports – Sarah Segerlind**
    - i. AMP - 102-104**
    - ii. AMP- 103-105**
    - iii. AMP - 107-111**
    - iv. AMP- 110-112**
- 7. Director's Quarterly Report**
- 8. Report of President**
- 9. Public Comment – limit 3 minutes**
- 10. Other Business.**
- 11. Adjournment.**



MINUTES OF THE January 27, 2010, COMMISSION MEETING  
LANSING HOUSING COMMISSION

PRESENT AT ROLL CALL: Vice-president Welch  
Commissioner Nelson

STAFF: Pat Baines-Lake Sarah Segerlind  
Dona Davenport Rhonda Pagel  
David Abood Sona Mendoza  
Lisa Krell

Vice President Welch called the meeting to order at 6:03 pm.

President Villegas had informed us he would be late for the Meeting,  
Commissioner Baltimore arrived at 6:14 pm.

Director Lake requested that the Agenda be amended to include Resolution  
#1097 – Appointment of Members to the LHC-Nonprofit Development  
Corporation. She also requested that we proceed with the informational items,  
and then take a short recess.

Director Lake explained the Resolutions to the Board. Upon the arrival of  
Commissioner Baltimore we proceeded with the items of business.

The Minutes of December 15, 2009 were presented to the Board for approval.



Commissioner Baltimore moved to accept the minutes as presented, Commissioner Nelson seconded the motion.

Moved: Commissioner Baltimore  
Seconded: Commissioner Nelson  
Ayes: Welch, Baltimore, Nelson

Resolution #1095 – Family Medical Leave Policy was presented to the Board for approval. Commissioner Baltimore moved to approve the FML Policy. Commissioner Nelson second the motion.

Moved: Commissioner Baltimore  
Seconded: Commissioner Welch  
Ayes: Welch, Baltimore, Nelson

Resolution #1097 – Appointment of LHC-Nonprofit Development Corporation Directors. Commissioner Baltimore moved to approve Resolution #1097. Commissioner Nelson seconded the motion.

Moved: Commissioner Welch  
Seconded: Commissioner Baltimore  
Ayes: Welch, Baltimore, Nelson

A recess was called at 6:32 pm.

The meeting reconvened at 6:43 pm.

The ARRA and Capital Fund Report was presented to the Board.

The Commission Wide Asset Management Report was presented by Sarah Segerlind. She informed the Board that the report would be changed to reflect outstanding monies collected beyond the one month reporting period. Each Asset Manager presented their vacancy and rent information to the Board. Asset Manager Dave Abood presented Mt. Vernon's report along with his own.

Discussion was held on chronically late rent payers and what might be done to help remedy the issue. Commissioner Baltimore informed us that his Church offers budgeting classes.

Director Lake informed the Board that we are starting our Annual Plan process and we will be having a series of meetings with our Residents. Those meeting are scheduled as follows: February 16, 2010 South Washington, February 23, Hildebrandt. We will have our Public Hearing on March 24, 2010 at our regularly scheduled Board Meeting. She reported that Fred has been assigned to complete

Quality Control Inspections for the Housing Choice Voucher and Public Housing programs. We will purchase new computers and maintenance equipment. Older computers will be utilized by maintenance staff in each garage. We may also set up an area at S. Washington so our residents can utilize computers. She indicated LHC employees will receive training to improve and enhance job skills.

Director Lake gave an update on the status of the previous Auditor for the LHC.

No President's Report.

There being no further business, Commissioner Welch adjourned the meeting at 7:39 pm.

  
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Vince Villegas, President

  
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Patricia Baines Lake, Executive Director and Secretary

02-24-2010  
Date