



310 Seymour Lansing, MI 48933 (517) 487-6550 Fax (517) 487-6977

**AGENDA  
LANSING HOUSING COMMISSION  
February 23, 2011**

- 1. Call to Order.**
- 2. Roll Call.**
- 3. Approval of Minutes December 15, 2010.**
- 4. Annual Certified Audit Presentation - Jeff Cunningham Reznick Group- Approval to submit FDS-Resolution #1121**
- 5. Resolution # 1119 – General Ledger Policy**
- 6. Closed Session Collective Bargaining Agreement Discussion - Resolution #1120**
- 7. Election of Officers**
- 8. Informational Items**
  - a. Financial Reports**
    - i. Housing Choice Voucher (“HCV”) Ramiro Salazar**
    - ii. Low Income Public Housing (“LIPH”) AMPS – Phil Chajkowski**
    - iii. COCC– Phil Chajkowski**
  - b. Asset Management Reports**

**Overview - Forrest Babcock**

    - i. AMP - 102-104 Lisa Parsons**
    - ii. AMP - 103-105 Rhonda Pagel**
    - iii. AMP - 107-111 Sona Mendoza**
    - iv. AMP - 110-112 Dave Abood**
  - c. Housing Choice Voucher Report**

**Overview Kendra Schmidtman**
  - d. Capital Fund Update**
- 9. Executive Director Comments – HUD Budget Update**
- 10. President Comments**
- 11. Public Comment – limit 3 minutes per person**
- 11. Other Business**

**Adjournment**



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**February 23, 2011  
LANSING HOUSING COMMISSION MINUTES**

**PRESENT AT ROLL CALL: President Villegas  
Commissioner Baltimore  
Commissioner Nelson**

**STAFF: Patricia Baines-Lake            David Abood  
          Lisa Krell                            Kendra Schmidtman  
          Phil Chajkowski                Sona Mendoza  
          Forrest Babcock                Rhonda Pagel  
          Dona Davenport**

President Villegas called the meeting to order at 6:00 pm. All Commissioners were present at Roll Call with the exception of Commissioner Bell who arrived at 6:05 pm.

The Minutes of the December 15, 2010 Meeting were presented to the Board for approval. Commissioner Baltimore moved to approve the minutes, Commissioner Nelson seconded the motion.

**Ayes: Baltimore, Nelson, Villegas  
Absent: Bell**

Presentation of the Annual Certified Audit was removed from the Agenda and the agenda was approved. A Special Meeting was scheduled for March 10, 2011 at 5:15 for the Audit Presentation.

Resolution #1119 –General Ledger Policy was presented to the Board for approval. Commissioner Baltimore moved to approve the Policy, Commissioner Bell seconded the motion.

**Ayes: Baltimore, Bell, Villegas**

Commissioner Baltimore moved to go into closed session to discuss the Collective Bargaining Agreement. Closed session began at 6:07 PM.

Regular session reconvened at 6:30 PM.

The Board of Commissioners received the Collective Bargaining Agreement as an informational item.

Election of Officers was tabled until the next meeting.

Ramiro Salazar, Finance Manager presented the Housing Choice Voucher Program financial report.

Phil Chajkowski, Finance Manager presented the Central Office Cost Center along with individual Asset Management Project's financial reports.

Forrest Babcock presented the Asset Management Narrative Report. Mr. Babcock also outlined Asset Manager Parsons' and Pagel's site activities for AMPs 102-104 and 103-105. Sona Mendoza presented her asset management reports followed by David Abood.

Kendra Schmidtman reported on activity in the Housing Choice Voucher Program for December 2010 and January 2011.

Executive Director Lake spoke to a communication from HUD regarding the budget cuts. She also talked about her meeting with Willie C. H. Garrett, Detroit Field Office Director of Public Housing, regarding our administrative offices. Mr. Garrett pledged his support in our efforts to secure funding for a new office.

Dan Hamilton from AFSCME Local 1390 Council 25 thanked everyone for all their hard work in reaching a final Collective Bargaining Agreement.

President Villegas thanked staff for all of their hard work. He also informed us that this was his last Commission Meeting. He then suggested that we take Election of Officers off the table. Commissioner Baltimore moved to take the election of the officers off the table and have an election of officers as President Villegas was resigning. Commissioner Nelson seconded the motion. President Villegas nominated Commissioner Baltimore for President and Commissioner Bell as Vice-president. Commissioners Baltimore and Bell accepted the nominations. Commissioner Bell moved to approve the election for both herself and Commissioner Baltimore. Commissioner Nelson second the motion



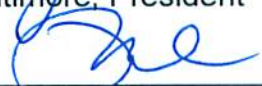

Ayes: Nelson, Baltimore, Bell, and Villegas

We reminded the Board of the March 30, 2011 Annual Plan Hearing and Board meeting.

Director Lake thanked Commissioner Villegas for all of his hard work and direction during his tenure as a Commissioner.

There being no further business, Commissioner Baltimore moved to adjourn the meeting.

The meeting adjourned at 7:24 pm.

 _____ Tony Baltimore, President	 _____ Date
 _____ Patricia Baines Lake, Executive Director and Secretary	 _____ Date