



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

**AGENDA
LANSING HOUSING COMMISSION
April 27, 2011**

- 1. Call to Order.**
- 2. Roll Call.**
- 3. Approval of Minutes of March 30, 2011.**
- 4. Resolution # 1122 - Bed Bug Policy**
- 5. Informational Items**
 - a. Capital Fund Projects**
 - b. Financial Reports**
 - c. Asset Management Reports – 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**
 - d. Housing Choice Voucher Report – Kendra Schmidtman**
- 6. Executive Director Quarterly Report and Comments**
- 7. President Comments**
- 8. Public Comment – limit 3 minutes per person**
- 9. Other Business.**

Adjournment.





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**MINUTES OF THE APRIL 27, 2011
LANSING HOUSING COMMISSION MEETING**

PRESENT AT ROLL CALL: President Baltimore
Commissioner Nelson
Commissioner Robbins

ABSENT: Vice-president Bell

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

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

President Baltimore noted a mistake on the minutes – he was not present at the meeting to ask for adjournment after noting the correction –he asked for a motion to approve the minutes of March 30, 2011. Commissioner Georgina Nelson responded by moving to approve the minutes as presented. Commissioner Robbins seconded the motion.

Approved: Unanimously

President Baltimore requested approval to change the Agenda to include a closed session after the informational part of the meeting. Commissioner Nelson moved and Commissioner Robbins seconded a motion to amend the agenda.

Approved: Unanimously

Resolution #1122 –A proposed Bed Bug Policy was presented to the Board for approval. In addition, the Board was provided a copy of LHC's Bed Bug Standard Operating Procedure for their information. Director Lake described the training employees received from the State Health Department and our extermination contractor. After discussion, Commissioner Nelson moved to approve the Policy with Commissioner Robbins seconding the motion.

Approved: Unanimously

Director Lake presented the Capital Fund Report to the Board. This report outlines the work being done with the 2008-2009 and 2010 Capital Funds.

Phil Chajkowski, Finance Manager presented the Low Income Public Housing and the Central Office Cost Center financial reports. He noted we have taken over the Management Agent duties for Oliver Gardens. Finance Manager, Ramiro Salazar presented the Housing Choice Voucher Program Financials. He described the value of the increased administrative fee the Housing Choice Voucher Program will earn with the new lease ups.

Forrest Babcock presented the Asset Management Overview and Asset Manager Parsons' February activities for AMPs 102-104. Asset Manager's, Pagel, Mendoza and Abood presented their individual reports on their two AMPS.

Kendra Schmidtman reported 156 new Housing Choice Vouchers were leased up from the 200 person Housing Choice Voucher Draw which started in November 2010. All quality file audits were done and were 100% accurate.

Commissioner Nelson moved and Commissioner Robbins 2nd the motion to go into Closed Session to discuss litigation. Closed session started at 6:48 pm.

Regular session reconvened at 7:12 pm.

Commissioner Nelson moved to approve the settlement terms regarding the litigation as presented.

Approved: Unanimously

During the closed session Director Lake exempted herself from the discussion of a matter associated with the law suit because of a preexisting relationship with the resident. Commissioner Nelson also made a motion to accept the recommendation of the Director of Asset Management regarding the resident's Transfer request.

Approved: Unanimously

Director Lake presented her Quarterly Report. Some of the highlights were – LHC has completed the initial draft of a RFP to dispose of Oliver Tower and secure new office space, however, the City of Lansing is completing its review and edit and the RFP for Web Design services is going out May 2. She also provided an overview of the training employees received this quarter.

Public Comment: None

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

The meeting adjourned at 7:45 pm.

Tony Baltimore

Tony Baltimore, President

Patricia Baines Lake

Patricia Baines Lake, Executive Director and Secretary

May 25, 2011
Date