



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

**AGENDA
LANSING HOUSING COMMISSION
June 22, 2011**

1. Call to Order.
2. Roll Call.
3. Approval of Minutes of May 25, 2011.
4. Resolution # 1126-Code of Conduct
5. Resolution #1127-Roof Replacement Contract
6. Resolution #1128 – LHC Budget
7. Resolution #1129 –Resident Account Write off Policy
8. Informational Items
 - a. Housing Choice Voucher Report-Kendra Schmidtman
 - b. Financial Reports
 - i. Ramiro Salazar – Housing Choice Voucher
 - ii. Phil Chajkowski – Low Income Public Housing & COCC
 - 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
9. Executive Director Comments
10. President Comments
11. Public Comment – limit 3 minutes per person
12. Other Business.

Adjournment.





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**MINUTES OF THE JUNE 22, 2011
LANSING HOUSING COMMISSION MEETING**

PRESENT AT ROLL CALL: President Baltimore
Commissioner Nelson
Commissioner Robbins

Guest: Greg Frens
Michelle Robbins

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

President Baltimore called the meeting to order at 6:00 pm.

All Commissioners were present at roll call with the exception of Commissioner Bell who informed us she would not be attending.

The Minutes of May 25, 2011 regular Board Meeting were presented for approval. Commissioner Nelson moved to approve the minutes and Commissioner Robbins seconded the motion.

Approved: Unanimously

Resolution #1126 –Approval of Code of Conduct –A revised Code of Conduct was presented to the Board for approval. Commissioner Nelson moved to approve Resolution #1123, with Commissioner Robbins seconding the motion.

Approved: Unanimously

Resolution #1127 – Staff presented the information involving the Capital Fund Modernization Roof Project. President Baltimore requested that change orders of 10% or more come back before the Board for review and consideration. Commissioner Nelson moved to approve the Resolution. Commissioner Robbins seconded the motion.

Approved: Unanimously

Resolution #1128 –Ramiro Salazar, Finance Manager presented the Low Income Public Housing (LIPH), Central Office Cost Center (COCC) and the Housing Choice Voucher

(HCV) Budgets to the Board for approval. Commissioner Nelson moved to approve the budgets with Commissioner Robbins seconding the motion.

Approved: Unanimously

Resolution #1129 –Commission staff presented the Account Receivables Write-Off Policy to the Board for approval. After review, Commissioner Nelson moved to approve the budgets with Commissioner Robbins seconding the motion.

Approved: Unanimously

Kendra Schmidtman presented the Housing Choice Voucher Report to the Board. There were 25 more applications pulled to try and increase lease ups. The May HCV report was presented by Financial Manager, Ramiro Salazar.

Ramiro Salazar, Finance Manager presented the Low Income Public Housing and the Central Office Cost Center financial reports.

Forrest Babcock presented the Asset Management Overview and Asset Manager Parsons' and Mendoza May activities for Mt. Vernon and LaRoy Froh - AMPs 102-104, 107-111 Asset Manager's, Pagel and Abood presented their individual reports on Hildebrandt and South Washington two AMPS.

Director Baines-Lake commented on the Commissioner Training in Sault St Marie and informed the Board that a truck with 50,000 lbs of greens would be distributed in Lansing on Thursday, June 23 including LHC sites.

President Baltimore thanked the employees for another good year. Commissioner Nelson spoke to the Senior Day at Gardner Middle School. Discussion was held on the July 1, 2011 date for the smoking cessation. Commissioner Robbins commented on the designated smoking area in Cadillac. Director Lake said the Commission would look into a covered structure.

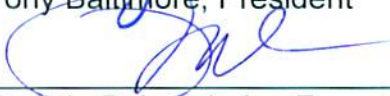
No public comment.

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

The meeting adjourned at 7:09 pm.



Tony Baltimore, President



Patricia Baines Lake, Executive Director and Secretary



Date



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**AGENDA
LANSING HOUSING COMMISSION
May 25, 2011**

- 1. Call to Order.**
- 2. Roll Call.**
- 3. Approval of Minutes of April 27, 2011.**
- 4. Resolution # 1123-Accounts Receivable Write Offs**
- 5. Resolution # 1124 – Fiscal Year 2010 Audit Finding Plan**
- 6. Resolution # 1125 – Concrete Contract**
- 7. Informational Items**
 - a. Housing Choice Voucher Report-Kendra Schmidtman**
 - b. Financial Reports**
 - i. Ramiro Salazar – Housing Choice Voucher**
 - ii. Audit Finding response update**
 - iii. Phil Chajkowski – Low Income Public Housing & COCC**
 - 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**
- 8. Executive Director Comments**
- 9. President Comments**
- 10. Public Comment – limit 3 minutes per person**
- 11. Other Business.**

Adjournment.

