



419 Cherry St., Lansing, MI 48933 Telephone: (517) 487-6550 Fax: (517) 487-6977

Agenda  
Lansing Housing Commission  
April 29, 2015

Call to Order.

1. Roll Call.
2. Approval of Minutes of March 23, 2015
3. Action Items
  - a) Resolution No. 1227- Resident Write Offs
  - b) Resolution No. 1228-Approval to Sale 3337 Remy

4. Informational Items

- |   |                      |
|---|----------------------|
| a. Accounting RFP Update                | Patricia Baines-Lake |
| b. Housing Choice Voucher Report –      | Jennifer Burnette    |
| c. Asset Management Report -            | Janell McLeod        |
| i. Mt. Vernon & Scattered Sites AMP 102 | Lisa Parsons         |
| ii. Hildebrandt AMP 103                 | Rhonda Pagel         |
| iii. LaRoyFroh AMP 111                  | Lisa Parsons         |
| iv. South Washington AMP 112            | Janell McLeod        |
| d. Modernization Report                 | Dona Davenport       |

5. Executive Director's Comments.
6. President's Comments.
7. Public Comment – limit 3 minutes per person.
8. Other Business.
9. Adjournment





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**Minutes of the March 23, 2015  
Lansing Housing Commission Meeting**

Commissioner Baltimore called the meeting to order promptly at 5:35 p.m. Ms. Baines-Lake Commission Secretary called the roll.

The Public Hearing Began at 5:35 p.m. and adjourned at 5:50 p.m. The Board meeting commenced at 5:50 p.m.

**PRESENT AT ROLL CALL:** Commissioners Baltimore, Joyce, and Deschaine. Commissioner Koppelman-Helvey arrived at 5:40 p.m. Absent: Greg Frens

**GUESTS:** Elizabeth Conley, RAB Board member - Ben Bakken- LHC Finance Committee

<b>STAFF:</b>	Patricia Baines-Lake	Lisa Parsons
	Rhonda Pagel	Kendra Schmidtman
	Dona Davenport	Cynitha Craig
	Janell McLeod	Judy Kehler

LHC staff presented an overview of LHC's intended use of Capital Funds in the upcoming year. In addition, Staff discussed the proposal to change Housing Choice Voucher inspections from annual to every two years unless an additional inspection is requested. The floor was opened for questions and/or comments regarding the Annual Plan. No written comments were received. Ms. Conley expressed her support of the proposed capital fund usage for kitchens and baths. The public hearing was closed at 5:50 p.m.

Commissioner Joyce moved and Commissioner Deschaine 2nd a motion to approve the minutes of the February 25, 2015 Board Meeting. **The Motion was approved by all members present.**

Commissioner Joyce moved and Commissioner Koppelman-Helvey 2<sup>nd</sup> a motion to approve Resolution No. 1225-Approval of 2015-2016 Annual Plan. **The Motion was approved unanimously.**

Commissioner Koppelman-Helvey moved and Commissioner Bethany Deschaine 2<sup>nd</sup> a motion to approve Resolution No. 1226-Approval of Bi-Annual HCV Inspections. **The Motion was approved unanimously.**



Written Informational Reports were provided as follows:

Housing Choice Voucher Report		Patricia Baines-Lake
Asset Management		Janell McLeod
Mt. Vernon	AMP 104	Lisa Parsons
Hildebrandt	AMP 103	Rhonda Pagel
LaRoy Froh	AMP 111	Lisa Parsons
South Washington	AMP 112	Janell McLeod
Modernization Report		Dona Davenport

The Executive Director indicated the Financial Reports were not vetted and not ready for submission to the Board. She also explained the approach for completing the Annual Certified Audit. Public Comments

Ms. Elizabeth Conley made comments regarding the plans for remodeling the kitchens and baths.

There being no other business, Chairperson Baltimore adjourned the meeting at 6:40 p.m.





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**April 29, 2015**

**Lansing Housing Commission  
419 Cherry St.  
Lansing, Michigan 48933**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Approval of Lansing Housing Commission's Account Receivable Write-Off's for September – March 2015 - Resolution No. 1227**

**RECOMMENDATION:**

Staff recommends adoption of Resolution No.1227 which authorizes the finance division to write off accounts receivable on closed-out resident accounts as of the end of March 2015.

**CONTACT PERSON:**

Patricia Baines-Lake  
Executive Director  
(517) 372.7996

**SUMMARY:**

This Resolution authorizes the finance division to write off **\$52,040.10** (the full amount of resident balances on accounts closed as of **March 31, 2015**, covering September 2014, October 2014, November 2014, December 2014, January 2015, February 2015 and March 2015. The previous two month's write-off balances were:

- **July 2014 - \$12,905.00**
- **August 2014 - \$14,455.75**

**BACKGROUND:**

It is an industry practice to write off resident receivables which are deemed uncollectable. The uncollected account balances for residents that moved out of LHC's portfolio between September 1, 2014 and **March 31, 2015 total \$45,249.37**. This figure was computed by taking the Aged Receivables for all residents less the Aged Receivables for Active residents. A breakdown of accounts receivables relating to this write-off amount follows:





Hildebrandt	\$ 7,856.99
Mt. Vernon	\$ 9,824.13
South Washington	\$17,412.10
LaRoy Froh	\$10,156.15
Total:	\$45,249.37

Our policy requires that this report be updated and presented to you monthly for your approval. However, the report was not presented during Emerge Accounting's tenure. As such, this report is a culmination of the past six months.

#### **FINANCIAL CONSIDERATION:**

Writing off these receivables is an acknowledgement LHC's maximum exposure for the time period presented is **\$45,249.37** for outstanding rent and other charges due from residents who moved out of an LHC property as of **March 31, 2015**. All accounts receivable are sent to a collection agency that pursues restitution. The collection agency is paid a portion of the amount recovered. As such, the financial impact may be less than the amount written off.

#### **POLICY CONSIDERATIONS:**

This action is consistent with LHC's write off policy.

Respectfully Submitted,



Patricia Baines-Lake, Secretary to the Board  
Lansing Housing Commission





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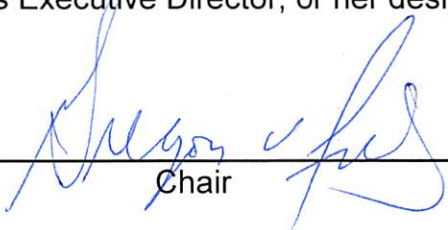
### Resolution No. 1227

Adopted by the Lansing Housing Commission

April 29, 2015

#### BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

The Lansing Housing Commission is authorized to immediately write off **\$45,249.37**, of resident account receivables **covering the period of September 1, 2014- March 31, 2015**. Patricia Baines-Lake, in her capacity as Executive Director, or her designee is authorized to administer this resolution.

  
Chair

Yeas \_\_\_\_\_

Nays \_\_\_\_\_

Abstentions \_\_\_\_\_

Attest

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
For Clerks Use Only

Resolution No: 1227  
Date Adopted: 04/29/2015





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**April 29, 2015**

**Lansing Housing Commission  
419 Cherry St.  
Lansing, Michigan 48933**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Approval to sell 3337 Remy to Hubble Construction LLC - Resolution No. 1228**

**RECOMMENDATION:**

Staff recommends adoption of Resolution No.1228 which authorizes the Executive Director sell 3337 Remy to Hubble Construction LLC for \$150,100.00.

**CONTACT PERSON:**

Patricia Baines-Lake  
Executive Director  
(517) 372.7996

**SUMMARY:**

This Resolution authorizes the Executive Director to write sell 3337 Remy to Hubble Construction LLC for \$150,100.00 cash.

**BACKGROUND:**

In 2008 LHC transitioned from centrally operated property management to Asset Based Management pursuant to the U. S. Department of Housing and Urban Development's directive. This transition envisioned just in time delivery of supplies and equipment to individual sites and dissolution of the central warehouse located at 3337 Remy ("Remy"). As of this transition Remy was no longer needed.

Remy has been available for sale since 2009. The property was previously sold as a lease with the option to purchase. The purchase option of the lease was not perfected by the purchaser and the property has been vacant since 2013.

During the month of April 2015 LHC received offers to purchase Remy from 3 potential purchasers. The proposed purchase prices were very close. As such, staff took two actions: LHC requested best and final offers from all of the interested parties and LHC also requested an updated appraisal of Remy since the previous appraisal was approximately 10 years old.



All proposers were advised of the appraised value and LHC requested unencumbered best and final offers from each proposer. Two competitive proposals, to purchase Remy, we received by the deadline. The offers were fairly close \$152,000.00 vs. \$150,100.00 and each were within the range of the appraised value. However, one proposal included encumbrances and one was a cash offer with no encumbrances.

Based on the direction from the board staff tentatively accepted the \$150,100.00 cash, unencumbered offer from Hubble Construction LLC. Staff requests formal approval of the offer from Hubble Construction, LLC.

Note: The closing will take place after LHC provides clear title for Remy. HUD approval of the release of the Declaration of Trust is required.

**FINANCIAL CONSIDERATION:**

The sale of 3337 Remy is the last remaining transaction associated with the transition from centrally managed properties to site based management. The proposed sale is for the full appraised value. The funds property received from this sale will be used to pay down the mortgage on 419 Cherry.

**POLICY CONSIDERATIONS:**

The sale of property must be approved by the Lansing Housing Commission in order to provide clear title. As the governing body the Board has a fiduciary responsibility to direct the usage of the sale proceeds.

Respectfully Submitted, \_\_\_\_\_

  
Patricia Baines-Lake, Secretary to the Board  
Lansing Housing Commission







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### Resolution No. 1228

Adopted by the Lansing Housing Commission

April 29, 2015

#### BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

The Lansing Housing Commission is authorized to sell 3337 Remy to Hubble Construction, LLC for \$150,100.00 cash. Furthermore, the funds received from this sale will be utilized to pay down the mortgage on 419 Cherry provided the funds are designated as an asset of the Central Office Cost Center. Patricia Baines-Lake, in her capacity as Executive Director, or her designee is authorized to administer this resolution.

Yeas 4

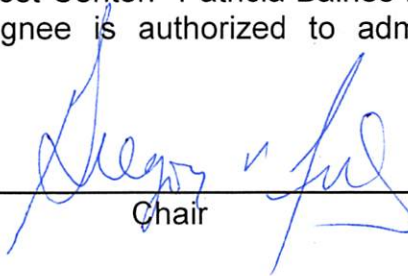
Nays —

Abstentions —

Attest

Secretary

For Clerks Use Only

  
Chair

Resolution No: 1228

Date Adopted: 04-29-2015





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**April 29, 2015**

**Lansing Housing Commission  
Lansing, Michigan 48933**

**HONORABLE MEMBER IN SESSION:**

**SUBJECT:  
FINANCE - ACCOUNTING PLAN**

**CONTACT PERSON:**

Patricia Baines Lake  
Executive Director  
517 372.7996

**SUMMARY:**

The Lansing Housing Commission received six (6) responses to our Request for Proposals to provide Accounting Services to LHC. One response was late; therefore, it was not considered. The other five (5) proposals were ranked and scored. The proposer who was selected is Dickey May. The services he will provide are shown on the original RFP which was converted into a contract. The contract does include a clause which permits cancellation with or without cause as is consistent with HUD form 5370. Mr. May's contract fell under LHC's small procurement guidelines. As such, the contract was entered into effective April 15, 2015

**BACKGROUND**

LHC met with the Detroit Field Office of the U. S. Department of Housing and Urban Development in March 2015 to advise them of the status of our Annual Certified Audit and the Finance Department problems. On March 31, 2015 LHC ended the contact with Emerge Accounting, CPA.

The 2014 Annual Certified Audit should have been submitted to LHC and HUD by Plante Moran before March 31, 2015. Emerge Accounting, CPA did not provide Plante Moran with the information needed to complete this audit. As a result this audit is not complete and has resulted in a presumptive failure and a Zero score for the Finance portion of the 2014 PHAS Score for LHC. In addition, there are numerous finance and accounting activities, policies and procedures which must be completed in a manner that is compliant with HUD requirements and best practices. The details of those tasks are included in the contract with Mr. May. In addition, work is needed to address



finance and accounting activities for Oliver Gardens including submitting all of the data needed to complete their Annual Certified Audit.

Mr. May will be on site within the next two (2) weeks for an extended period. Upon his arrival we will meet with Plante Moran to finalize a strategy, timeline and benchmarks for completion of the Annual Certified Audit as well as the Oliver Gardens Annual Certified Audit. In addition, we will develop a time line to accomplish the tasks outlined in the contract. The Finance Committee will be intimately involved as we proceed to ensure the tasks listed in the contract are completed, as we stabilize the finance department's Operations and identify a Finance Director.

Respectfully Submitted,



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Patricia Baines-Lake., Secretary to the Board  
Lansing Housing Commission







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**April 29, 2015**

Lansing Housing Commission  
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**HONORABLE MEMBERS IN SESSION**

**SUBJECT:**

Monthly Housing Choice Voucher Informational Report March 2015 Reporting Month

**CONTACT PERSON:**

Jennifer Burnette  
Housing Choice Voucher Coordinator

**OVERVIEW:**

This report details the status of LHC's performance against HUD established benchmarks, highlights areas of concern, and identifies significant achievements. The high lights of this month's report are:

1. HUD requires PHA's to perform Quality Control ("QC") reviews on 24 waitlist files per year. 98% of the waitlist files drawn down must be drawn in accordance with LHC's policies. Zero (0) files were drawn down in March.
2. HUD requires that at least 98% of the rents approved by LHC meet established rent reasonable standards. HUD requires LHC to conduct rent reasonable tests on two (2) units per month. The LHC performed three (3) QC reviews of unit rents in March. The QC review indicated 100% of the rents approved by LHC in March met HUD's rent reasonableness standard.
3. HUD requires a QC review of an average of two (2) files per month to determine if proper documentation exists to make an accurate calculation of adjusted income. The LHC completed twelve (12) QC file reviews on non-waitlist participant files in March. The QC review indicated that 92% of the files audited had no audit findings. The findings on the one file (8%) with a finding does not appear to have been resolved and we are auditing all wait list/new admission files..
4. HUD requires that LHC perform QC inspections on 24 units per year, or an average of two (2) units per month. Zero (0) QC inspections were completed in March. We have completed 20 thus far for this FY.





5. HUD requires 98% of all 24-hour HQS deficiencies to be completed within 24-hours. The LHC cited eleven (11) 24-hour HQS deficiencies in the month of March. 82% of all 24-hour HQS deficiencies were corrected within 24-hours the others were abated accordingly.

Respectfully submitted,



Patricia Baines Lake, Secretary to the Board  
Lansing Housing Commission

Attachments



HOUSING CHOICE VOUCHER DEPARTMENTAL REPORT

	Jan-15	Feb-15	Mar-15
<b>TOTAL NEW LEASES</b>	3	17	12
Total Move-outs	3	5	13
Net	0	12	-1
Number of Applicants on Voucher Wait List	376	376	376
Number of Applicants Pulled from Wait List	0	0	0
Number of Applications Withdrawn/Denied	0	0	0
Number of Informal Meetings	0	0	0
Number of Applicants Briefed	0	6	14
Total Resident Change of Units (transfers)	9	9	10
<b>TOTAL RECERTIFICATIONS DUE BY MONTH</b>	151	150	133
Annual Recertifications Completed	151	127	100
Annual Delinquent Reexaminations	0	0	0
Interims Completed	81	73	76
<b>TOTAL INSPECTIONS DUE BY MONTH</b>	110	110	70
Annual HQS Inspections Completed	110	72	79
Annual HQS Delinquent Inspections (PIC)	0	0	0
New RFTA Inspections	52	47	63
<b>FSS FAMILIES MANDATORY</b>	40	40	41
Total FSS Families	34	34	34
<b>Total # of HCV Accts. Rec.</b>	7	7	8
Monthly Total Amount Owed	\$ 6,042.00	\$ 7,771.00	\$ 3,687.00
Monthly Total Amount Collected	\$ 351.00	\$ 1,156.00	\$ 397.50
Voucher Program Total Units	1700	1700	1700
Traditional HCV Utilization	1433	1419	1428
<b>% UTILIZED UNITS</b>	<b>84.3%</b>	<b>83.5%</b>	<b>84.0%</b>
<b>Special Program Vouchers</b>			
Shelter Plus Care Voucher Utilization	57	54	59
VASH Voucher Utilization	79	78	76
Permanent Supportive Housing (PSH)	94	97	100
Monthly Total Voucher Unit Utilization	1663	1648	1663



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April 29, 2015

## **HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
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### **SUBJECT:**

**March 2015 Asset Management Monthly Report**

### **CONTACT PERSON:**

Patricia Baines-Lake  
Executive Director

### **OVERVIEW:**

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 97% at the end of March. We continue to strive to increase our occupancy level to 98% or higher.

Mt. Vernon occupancy: We are at 93%. We will be taking at least 9 units offline for kitchen/bath remodels so we are not pursuing residents for those units. LHC moved in two (2) households, and there are two (2) households that cannot move in until their 30 days' notice to their existing landlord is up. We are almost done with getting the waitlist corrected so we can pull some new applicants for processing. We are still on target of getting all of the older units rented by the end of the month.

Hildebrandt Park occupancy was at 99% at the end of March. We are anticipating a couple of move outs in April but we are getting applicants ready for these units. We also need to start leaving some units vacant for the kitchen and bathroom renovations which will begin soon (possibly 1-2 months). We have scheduled an orientation for April 16 in order to have a ready pool of applicants to move in as units become ready for lease up, although we are not pulling any more applicants right now due to the kitchen and bathroom renovations.

LaRoy Froh is at 99% occupancy. We have a small pool of applicants ready to move in when we get the current three (3) vacant units rehabbed or a unit vacant that is for their bedroom size. I have a small pool of applicants being processed for approval or denial and do not see a need at this time to pull anymore. This way they are not sitting in limbo of not knowing when a unit will become available.





South Washington Park occupancy: South Washington Park currently has eight (8) vacant units. We are expecting an additional six (6) units. Of the 30 applications pulled in March only eight (8) responded and are being processed to see if they are eligible to move in. If they are approved Move-ins will be scheduled for 4/24. Another 30 applications will be pulled from the wait list.

In March, LHC's combined sites had a total of 114 emergency work orders. 100% were closed or abated within 24 hours. We had 196 routine work orders that were closed during the month. Our goal is to close out all emergency work orders within 24 hours, and close out routine work orders within an average of three (3) days.

Mt. Vernon Park: We continue to work towards improving this process however staff shortages have had an impact on overall productivity with our maintenance staff, including our rotating/on-call help. Until we can get the staff increased I do not see any huge progress in getting these work orders down. However we keep working and assigning them accordingly.

Hildebrandt Park: Total open routine work orders as of March 31: 89 (out of the open work orders 13 are for March and 76 are for earlier months). New ones for March: 68 Closed in March: 79; We did step up this process some in March, I believe this was due to having both maintenance senior staff at Hildebrandt Park and not rotating/on-call help at Mt. Vernon during the month of March. I also believe not having a lot of vacant units helped (although they are not rehabbing as much they were still dealing with the contractors on the vacant units). Just like the other sites our production slows down when we have to cover Mt. Vernon on the on-call weeks but when we have them both here we can get work orders closed out better. We will continue to focus on closing out work orders.

LaRoy Froh has been working hard on getting the older work orders closed as well as keeping up with the high priorities and emergencies. We still struggle a little when we have our maintenance staff rotate to Mt. Vernon, as it slows down the production with just one (1) person on site that week. However we work hard on getting caught up on the weeks they are both with us.

South Washington Park work orders: South Washington Park has a total of 137 work orders which include annuals and routine work orders. This number increased drastically from February due to a push to complete all work at Oliver Gardens which is not Public Housing but is part of the South Washington Park portfolio. There were a total of 48 work orders completed in March for Oliver Gardens bringing that property to zero (0) open work orders. In addition, we were very short handed with maintenance staff towards the second half of March which then went into April. We had a maintenance staff that worked at Mount Vernon for a week and another maintenance staff that was off during the month.





We anticipate being able to refocus on work orders and knock our numbers back down beginning the second half of April when both of the maintenance staff will be back on site.

	<b>Mt Vernon Park-102</b>	<b>Hildebrandt- 103</b>	<b>LaRoy Froh Park-111</b>	<b>South Washington Park-112</b>	<b>Total LHC Units</b>
<b>Total Units Available for rent</b>	202	220	213	195	830
<b>Total Units Occupied</b>	187	217	210	187	801
<b>Percent Occupied</b>	93%	99%	99%	96%	97%
<b>Move -Ins</b>	2	3	1	8	14
<b>Move-Outs</b>	2	2	1	2	7
<b>Transfers</b>	1	1	0	1	3
<b>Emergency Work Orders</b>	12	24	60	18	114
<b>Routine Work Orders</b>	186	68	76	137	467

**Note:** SWP has one unit offline

#### **Lease Enforcement:**

<b>Site</b>	<b>Total Number of Units</b>	<b>Rent Charged</b>	<b>Outstanding</b>	<b>Total Collected</b>	<b>Collection Rate</b>
<b>Mt. Vernon</b>	<b>202</b>	\$34,511.00	\$7,128.45	\$27,382.55	79%
<b>Hildebrandt</b>	<b>220</b>	\$32,220.00	\$4,189.00	\$28,031.00	87%
<b>LaRoy Froh</b>	<b>213</b>	\$33,390.00	\$1,321.00	\$32,069.00	96%
<b>South Washington</b>	<b>195</b>	\$32,486.00	\$3,231.00	\$29,255.00	90%
<b>Totals</b>	<b>830</b>	<b>\$132,607.00</b>	<b>\$15,869.45</b>	<b>\$116,737.55</b>	<b>88%</b>





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April 29, 2015

## **HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry Street  
Lansing Michigan 48933

**SUBJECT:**  
**March 2015 Modernization Report**

**CONTACT PERSON:**  
Patricia Baines-Lake  
Executive Director

**CURRENT MODERNIZATION ACTIVITIES AND OVERVIEW:**  
This report provides an overview of the March modernization activities for LHC properties.

### **Mt. Vernon**

LHC Staff and project Architect, Kathleen Waters did a final walk through of 1 bedroom units on Wilson Avenue. There is a problem with proper ventilation in the one bedroom units, so we will require the kitchen and bath Contractor to check each one bedroom unit for proper ventilation. Bathroom exhaust fans will be set with a short time delay. When residents turn the bathroom light off the fan will continue to run for a short period of time. We will make sure kitchen exhaust fans are vented to the outdoors. Architect is working on the final touches to the blue prints and is in the process of putting together the project manual. We have designated the first set of units that will be renovated.

### **Hildebrandt**

This project is out right now for bidding. Several Contractors attended the Pre-bid meeting on April 6<sup>th</sup>. Contractors who attended the pre-bid meeting requested that we extend the time for bidding. LHC extended the time by one week to April 20, 2015.

### **LaRoy Froh**

We await blueprints and specs for the kitchen and bathroom renovation at LaRoy Froh. We will meet this month to pick products and colors.



## ACTIVITIES

On March 31, 2015, a person drove through the chain link fence on the east side of Mt. Vernon and hit units 3826 and 3828. Thankfully no one was hurt. The Insurance Adjuster has already contacted LHC to come see the units. One unit sustained structural damage. That household moved to another vacant unit. The other unit does not have structural damage and the household has remained in place.





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**LHC Board Meeting  
Sign-In Sheet  
Date of Meeting: April 29, 2015**

Name	Organization	Phone #	E-mail
Alecia Orozco	LaRoy Froh		aleciao@lanshc.org
Janelle McLeod	SWP	517-393-8464	Janellem@lanshc.org
Lisa Persons	Mt. Vernon LaRoy Froh	517-393-4290	LISA.P@Lanshc.org
Rhonda Pagel	Hildebrandt	372-7145	rhondap@lanshc.org
Jennifer Burnette	Downtown	517-827-0740	jenniferb@lanshc.org
Bobby Joyce	BOARD	517-703-3483	Bobby.Joyce@gmail.com
Bethany Deschaine	Board	517-763-7622	bethany@deschaine.net
Patricia Baines-Lake	LHC	517-372-7446	Patbl@lanshc.org

