



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

**AGENDA
LANSING HOUSING COMMISSION
March 30, 2011**

- 1. Call to Order.**
- 2. Roll Call.**
- 3. Approval of Minutes February 23, 2011**
- 4. Approval of Minutes Special Meeting March 10, 2011**
- 5. Resolution # 1120 – Annual Certified Audit Approval**
- 6. Informational Items**
 - a. Financial Reports**
 - i. Housing Choice Voucher (“HCV”) Ramiro Salazar**
 - ii. Low Income Public Housing (“LIPH”) – Phil Chajkowski**
 - iii. COCC– Phil Chajkowski**
 - b. Asset Management Reports**

Overview - Forrest Babcock

 - i. AMP - 102-104- Mt Vernon & Scattered Sites - Lisa Parsons**
 - ii. AMP - 103-105 – Hildebrandt and Scattered Sites - Rhonda Pagel**
 - iii. AMP - 107-111 – LaRoy Froh and Scattered Sites - Sona Mendoza**
 - iv. AMP - 110-112 – S. Washington and Scattered Sites - Dave Abood**
 - c. Housing Choice Voucher Report**

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

Adjournment





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**MINUTES OF THE MARCH 30, 2011
LANSING HOUSING COMMISSION MEETING**

PRESENT AT ROLL CALL: Vice President Bell
Commissioner Nelson
Commissioner Robbins

ABSENT: President Baltimore

STAFF: Patricia Baines-Lake David Abood
Lisa Krell Kendra Schmidtman
Phil Chajkowski Forrest Babcock
Rhonda Pagel

Vice President Bell called the meeting to order at 6:07pm. Immediately after roll call Vice president Bell convened the Public Hearing on LHC's 2011-2012 Annual Plan.

Forrest Babcock gave a general overview of the annual plan process and provided highlights of the two on site meetings. He provided a pictorial overview of the projects completed by the commission utilizing ARRA funds and Capital Funds. Mr. Babcock then provided a detailed overview of the proposed future capital fund expenditures by site and in general and proposed policy changes to the Admissions and Continued Occupancy Plan ("ACOP") and the Housing Choice Voucher Administrative Plan. The Vice President asked the members of the public if they had any questions. Mr. Forrest responded to the public's question and then entertained questions from the Board. Both entities asked questions regarding the proposed ACOP changes. After receiving responses to all questions Commissioner Nelson moved and Commissioner Robbins second a motion to submit the Annual Plan as drafted by staff.

Resolution #1121 Annual Plan Submission was presented to the Board for consideration. Commissioner Nelson moved to approve the submission to HUD, Commissioner Robbins seconded the motion.

Approved: Unanimously

Vice President Bell asked if the minutes of the February 23, 2011 had been reviewed by the Commissioners. Commissioner Georgina Nelson responded by moving to approve the minutes as presented. Commissioner Robbins seconded the motion.

Approved: Unanimously

Vice President Bell asked if the minutes of the March 10, 2011 had been reviewed by the Commissioners. Commissioner Georgina Nelson responded by moving to approve the minutes as presented. Commissioner Robbins seconded the motion.

Approved: Unanimously

Resolution #1120 –Annual Certified Audit was presented to the Board for approval. Jeff Cunningham of the Rezick Group provided an overview, by telephone of the changes made since completion of the draft. The Audit includes a finding against the Commission for utilizing Housing Choice Voucher Funds for Public Housing purposes. The auditor indicated Low Income Public Housing had the funds available to correct the finding. He also went over the Commission's response to the finding which he felt was adequate. The Director committed to book a transfer of funds from Low Income Public Housing to Housing Choice Voucher sufficient to correct the Audit Finding within 30 days. After some discussion to better understand the nature of the finding and how to correct the same, Commissioner Nelson moved to approve submitting the audit to HUD, Commissioner Robbins seconded the motion.

Approved: Unanimously

Ramiro Salazar, Finance Manager presented the Housing Choice Voucher Program financial report, Central Office Cost Center and individual Asset Management Project's financial reports.

Forrest Babcock presented Asset Management Overview, Asset Manager Parsons' January activities for AMPs 102-104 and Asset Manager, Pagel's report on Hildebrandt scattered site 105

David Abood reported on S. Washington Park and AMP 112 , and Sona Mendoza reported on activity at LaRoy Froh and AMP 111.

Kendra Schmidtman explained the 200 person Housing Choice Voucher Draw which started in November 2010. She indicated a significant result of this effort would be visible in the cumulative increased lease up numbers on next month's report

Director Lake indicated the Detroit Field Office Director completed a tour of LHC sites and some of the ARRA improvements. He also now understands 1st hand the need to relocate our Central Office.

Members of the public who spoke during the Public Hearing had no additional comments or questions.

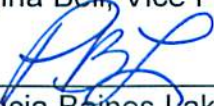
Vice President Bell asked if there was any other business.

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

The meeting adjourned at 7:53 pm.



Regina Bell, Vice President



Patricia Baines Lake, Executive Director and Secretary

April 27, 2011
Date