



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

**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.



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

**MINUTES OF THE MAY 25, 2011
LANSING HOUSING COMMISSION MEETING**

PRESENT AT ROLL CALL: President Baltimore
Vice-president Bell
Commissioner Nelson
Commissioner Robbins

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

President Baltimore called the meeting to order at 6:01 pm.

All Commissioners present at roll call with the exception of Commissioner Nelson who arrived at 6:04PM.

The Minutes of April 27, 2011 Regular Board Meeting were presented to the Commissioners for approval. Commissioner Bell moved to approve the minutes, it being seconded by Commissioner Robbins.

Approved: Unanimously

Resolution #1123 –Approval of Resolution #1123 – authorizes the finance division to write off accounts receivable in excess of 90 days. Commissioner Nelson moved to approve Resolution #1123, with Commissioner Bell seconding the motion.

Approved: Unanimously

Resolution #1124 – Fiscal Year 2010 Audit Finding Plan was presented to the Board by Finance Manager Ramiro Salazar. Commissioner Bell moved to approve the Resolution with a corrected Transmittal for Resolution #1124. Commissioner Robbins seconded the motion.

Approved: Unanimously

Resolution #1125 –Authorization to enter into a Contract with Able Concrete for installation and replacement work Commission wide. Commissioner Nelson moved to authorize entering into this Contract with Commissioner Robbins seconding the motion.

Approved: Unanimously

Kendra Schmidtman presented the Housing Choice Voucher Report to the Board. There were 40 more applications pulled to try and reach the 200 new lease ups. A 1 month HCV report was presented with the Report. Discussion was held on whether the Board prefers the 1 month or if they would rather have a 3 month report. The Board stated they would rather have the 3 month report.

Phil Chajkowski, 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 April activities for AMPs 102-104, 107-111 Asset Manager's, Pagel and Abood presented their individual reports on their two AMPS. Mr. Babcock also spoke to doing an extensive study on utility use and contracting with a large company to come in and revamp with the new bells and whistles and us paying back as we save money on electric, gas and water.

The Board asked for a report on number of residents paying flat rent.

Director Lake spoke to the new design for the Hildebrandt Park office and community center. The Housing Choice Voucher Department is undergoing a mini-reorganization. There will be no more furlough days as of June 15, 2011. They will be doing a site visit to Grand Rapids. Grand Rapids administers 3000 Housing Choice Vouchers. Interviews are complete and an individual has been offered the CLC Coordinator position part-time.

There has been activity regarding Oliver Towers and the City.

We have extended the deadline for the Website RFP to June 2, 2011.

No public comment.

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

The meeting adjourned at 7:28 pm.

Tony Baltimore

Tony Baltimore, President

PBL

Patricia Baines Lake, Executive Director and Secretary

June 22, 2011

Date